

Background Checks

Southern State Community College seeks to provide a safe learning and working environment for students, faculty, staff and campus visitors. The college is bound by applicable state law that requires criminal background checks in certain situations.

Definitions:

Term:	Definition:
Background Check	Process of acquiring records regarding a final candidate that are used to determine suitability for employment.
Criminal Conviction	Being found guilty, entering a guilty plea, or pleading no contest to a felony, misdemeanor and/or ordinance violation other than a minor traffic violation (e.g. speeding is considered minor while driving under the influence is major).
Fair Credit Reporting Act	Federal law that regulates collection, dissemination, and use of consumer credit information.
Final Candidate	Internal or external applicant identified as the finalist for a position.
Hiring Manager	Individual ultimately responsible for recommending a final candidate for employment.

Applicants:

Applicants are expected to provide complete information at the time they are applying and interviewing for a position.

Offers of employment for certain positions are contingent upon clear results of a thorough background check. Background checks may include, but are not limited to: 1) Social Security Number Trace Report, 2) verification of education and professional licensure, 3) multi-county, state, and/or federal criminal record check, 4) personal and professional reference check, and 5) secondary database search including sex offender, fugitive and terrorist lists. In addition, if applicable to the position, FBI Fingerprinting (BCI), a Motor Vehicle Report, and/or a Credit History Report (consistent with the guidelines set forth by the Federal Credit Reporting Act (FCRA)) may be completed prior to employment.

Employment offers are contingent on the college's verification of credentials and other information required by law and/or college policies, including but not limited to a criminal background check. Employment is contingent upon the successful completion of a background check. Background checks **must be completed** post offer but prior to the first day of employment.

Should the background check reveal additional information beyond what was self-disclosed, employment with the college will be immediately terminated. **Candidates with outstanding warrants and/or open criminal cases are not eligible for hire.**

All information collected as part of this process will be held as strictly confidential, subject to Ohio Public Records law and College policies, and will be shared only with those with a legitimate need-to-know to assist in the decision-making process.

Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment. Background reports that involve negative information that may influence a hiring decision will be reviewed.

The applicant will be given an opportunity to review the criminal background check results and provide an explanation. However, if an applicant attempts to withhold information or falsify information pertaining to previous convictions, the applicant will immediately be removed from consideration for employment. If an applicant did not disclose a criminal record during the hiring process, and is later found to have such a record, employment may be terminated.

Pre-employment Reference Checks. Reference Checks will be administered, according to the following guidelines:

1. Reference checks are conducted on successful job applicants **prior** to the extension of an offer of employment.
2. This process is conducted to verify the accuracy of **job-related** information provided by the applicant. The Americans with Disabilities Act prohibits employers from collecting non job-related information from previous employers or other sources. Therefore, the only information that can be collected is that pertaining to the quality and quantity of work performed by the applicant, the applicant's attendance record, education, and other work-related issues. Examples include checks of past employment, education, job-related accomplishments, etc. In order to ensure appropriate data is collected, only the **Southern State Community College Applicant Reference Check Form** will be utilized to collect job-related data of applicants (this document can be obtained via the Human Resource Department).

Background Check Procedures:

1. The supervisor/hiring manager shall explain to the prospective employees during the interview process that they will be subject to a background check if an offer of employment is made.
2. Once the supervisor has made a final selection, the reference checks have been completed, the supervisor will contact the Human Resource Representative (Rachel Simpson) to inform her of the applicant that was selected. The Human Resource Representative will verify that the Hiring Requisition has been approved and signed off on and will issue the offer letter to the candidate.

The office of human resources will include the following verbiage in the offer letters:

This offer is contingent on the college's verification of credentials and other information required by law and/or college policies, including but not limited to a criminal background

check. Your employment is contingent upon the successful completion of a background check. Background checks must be completed post offer but prior to your first day of employment.

*Should the background check reveal additional information beyond what was self-disclosed; your employment with the college will be immediately terminated. **Candidates with outstanding warrants and/or open criminal cases are not eligible for hire.***

3. If the prospective employee accepts the offer, the Human Resource Representative will work with the candidate to begin the background check process.

4. A member of the Human Resource Department is responsible for assessing the background check information and makes the final determination regarding the applicant's eligibility for the position. If H.R. determines that an applicant is ineligible, they will tell the hiring manager that the final candidate is disqualified because of the background check OR tell the hiring manager that the candidate is eligible for hire. **In either case, the Human Resource Department will not reveal the details of the background check.**

5. For applicants who are deemed "not eligible," H.R. will provide a copy of the report and the "summary of your rights under the fair credit reporting act" to the applicant and inform the applicant that he/she has 5 business days absent extenuating circumstances within which to provide documentation to refute this finding.

Copies of background checks (conducted for employment at other schools/businesses) are not acceptable.

Table 1. Department of Motor Vehicles Checks by Position.

Verification of Insurable Operator
Positions: All positions that may use college vehicle(s) Manager, Truck Driving Programs F-T Truck Driving Instructors P-T Truck Driving Instructors P-T EMT Instructor Maintenance & Custodial

Table 2. Pre-Employment Checks by Position.

Positions	Reference	Background Investigation		
	Check			
	Human Resources and/or Search Chair	Human Resources		
Conducted By:		State	Local	FBI Fingerprinting
Full-Time Employees, All	x	x	x	
Part-Time Employees, All	x	x	x	
Coaches and Assistant Coaches, All	x	x	x	
Student Workers/Interns/, All	x	x	x	
All positions within the Patri-Tot Centers and those that work with <u>minor children</u>	x	x	x	x
Temporary/Interim	x	x	x	