



## Definitions

These definitions apply to these terms as they are used in this policy:

**Applicant:** Reference HRAP on Employment Application

**Background Investigation:** An investigation comprised of a criminal and credit background check as well as credentials verification and employment history confirmation as appropriate to the position.

**Background Investigation Officer (BIO):** The Chief Human Resource Officer (CHRO) designee who is responsible for reviewing background investigation results and making employment and promotion suitability determinations. The BIO consults with the Background Investigation Committee (BIC) and senior administrators as necessary in making employment eligibility determinations.

**Background Investigation Committee (BIC):** The Administrative Committee charged with determining hire suitability. Each institution shall form such a committee, as necessary. Suggested the committee have a maximum of four members and include a representative from the Institution's Office of the President.

(Definitions Continued)

Positions of Trust: Involve responsibilities demanding a significant degree of public trust with significant risk for causing damage or realizing personal gain as defined below:

- x Senior Executive Officers/Administrators. Responsibilities involve top management functions with primary responsibility for significant university resources and limited to positions in the USG Job Classification System BCAT 100 series. Senior Executive Officers/Administrators with financial/fiduciary responsibilities will be subject to both a background check and a credit check.
- x Direct interaction or care of non-student minors or direct patient care. Employees and volunteers who are reasonably anticipated to have direct contact or interaction with minor program participants or medical patients must be appropriately screened. Responsibilities may require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is a non student (not enrolled or accepted for enrollment at a USG institution). Examples of settings with vulnerable populations include childcare centers, summer camp (c)4 ( 0 Tw 0 Tw 0.87 )14 (n e)9 (n)-4

## (Definitions Continued)

Reference Check: Reference Checks are required under the General Criteria for employment of the Human Resources Administrative Practice Manual (HRAP). A reference check generally involves an Institution contacting a job candidates' previous employers, schools, and other sources to verify previous employment and educational background, and to obtain information about the individual's knowledge, skills, abilities, behaviors, and qualifications for the job. Reference check questions should be consistent across all candidates and must relate directly to the position being filled. Questions about age, sex, race, religion, marital status, P 2 ( a)10(t)-4 (e)-1 24 (a) (a)41 (b)-3.9 (e)13 -1.22 T9 ( C)4 (h)-4 d1v86 ( re)-1 (la)





## Consent Forms and Conditional Offers of Employment

The Office of Human Resources shall provide the final candidate with the required employment paperwork, including the Consent Forms via the approved background check vendor. A conditional employment/promotion offer may be made at this time.

Important: All employment offers must be made in writing and must include the following statement: "This employment offer is contingent upon completing a background investigation including a criminal background check demonstrating your employment eligibility with [the Institution], as determined by [the Institution] in its sole discretion, confirmation of the credentials and employment history reflected in your application materials and, if applicable, a







HUMAN RESOURCES ADMINISTRATIVE MANUAL EMPLOYMENT:





## Human Resources Administrative Practices Manual (HRAP) Appendix Conducting Background Investigations

### Overview

The document provides additional guidance related to the implementation of the Human Resource Administrative Practices Manual (HRAP) Background Investigation

### Frequently Asked Questions:

#### 1. Do all employees require a background check

A background check is a condition of employment for USG Institutions and required for a newly hired faculty, staff and administrators (including regular full and part time positions). Any current employee being transferred, reassigned, reclassified, or promoted to a Position of Trust is also subject to a background check unless a background investigation conforming to this policy has been performed within the 12 months.

Background Checks are also required for students, temporary employees, and affiliates to hire when serving in Positions of Trust

For students, temporary employees and affiliates who are not in a Position of Trust, a Institution may also elect to perform reference checks and/or background investigations. The process must be documented and applied in a consistent manner within the institution.

#### 2. What is the Difference between a Position of Trust and Other Positions?

Positions of Trust involve responsibilities demanding a significant degree of public trust with

**3. Can a criminal history check be requested to cover more than a seven period?**

Not generally, however there are limited circumstances where the position responsibilities are covered by federal, state, accreditation, or licensing bodies which require criminal history check of more than seven years.

**4. Do all USG positions require a credit check?**

No. Only Positions with financial/fiduciary will require both a background check and credit check. Such responsibilities require operation, access or control of financial resources to include: P

- o Operation of Cash Registers with strict accounting controls and procedures in place.

Operation of a cafeteria cash register with nominal access to cash and strict daily accounting controls to minimize fraud and abuse.

6. How often should an institution update its Positions of Trust ~~and~~ Credit Check Positions ~~and~~ (st)-5.3 (s) TJ ET Q q 0 0 612 732 resh489 /TTa ~~ists~~

Both lists should be updated annually. Additionally, when a new body is added to the list, it should be updated.

Employment for reporting requirements for current employees.)

- x **The Background Investigation report shows one or more felony convictions or conviction of one or more crimes of moral turpitude:**



- x **The selected candidate did not disclose the criminal convictions** The Office of Human Resources will notify the candidate in writing that the Background Investigation revealed criminal convictions that were not disclosed and that they will be removed from consideration for the involved position due to misrepresentation and falsifying application materials unless they contact the Hiring Office and correct any inaccuracies contained in the report within a minimum of five (5) days. This notification will be accompanied by an Adverse Action Disclosure following the guidelines.
- o If the candidate successfully shows that they do not have criminal convictions, then the candidate shall be eligible for employment. The Office of Human Resources will notify the Hiring Department of this determination.
  - o If the candidate is unsuccessful in showing no criminal convictions, and the subsequent evaluation results in a determination of misrepresentation, then the candidate is ineligible for employment due to misrepresentation and falsifying application materials. An Adverse Action Notice must then be sent to the candidate following the guidelines above.