BACKGROUND CHECK POLICY

Purpose:

Delaware County Community College (College) seeks to provide a safe learning and working environment for students, faculty, staff and campus visitors. Background checks for job applicants are a valuable tool in identifying potential problems or unqualified individuals. This Policy establishes parameters for background checks on individuals being considered for employment at the College.

Policy:

Background checks will be conducted on all finalists for full, part time and temporary administrative/professional, faculty and support staff positions. Searches that may be performed include but are not limited to:

- Identity Verification – Validates the applicant’s social security number, date of birth, current and former addresses and other personal information.
- Academic Credentials – Confirms applicants claimed educational accomplishments and institutions, including the years attended and the degree/diploma received, relevant licenses or certifications.
- Work History – Confirms applicant’s employment with provided positions, including dates of employment, position held, and additional information available pertaining to salary/wages, performance ratings, reason for departure, and eligibility for rehire. This will be done as to the past two employers or for the last 10 years if there were more then two employers during that time.
- Criminal Records – May include Sexual Offender Search, Nationwide Criminal Records Search, Federal Criminal History and Statewide Criminal History record information. Will be run for states that applicants have listed on the release form and will be compared with results of the Identity Verification search. This will include states of past residence for a period up to 10 years.
- Personal and Professional References – Calls may be placed to individuals listed as references by an applicant.

The following additional searches will be required if applicable to the position:

- Motor Vehicles – Provides report on an individual’s driving history in the state of residency and for the states of residency for the last ten years. This search will be done when driving will be performed as part of the position.
Financial History – Confirms candidate’s financial information and credit history. This search will be done for positions that involve management of or responsibility for College funds and/or handling cash.

Procedure:

1. As a part of the application process, all finalists will receive a disclosure statement that a consumer report may be used when making a hiring decision and that the College intends to conduct a background check that may include information about the candidate’s character, personal and credit characteristics, general reputation and criminal history. The checks may be conducted internally or by an external agency. Such candidate will receive a summary of their rights under the Fair Employment Credit Reporting Act (FCRA). As a condition of employment, candidates must sign an authorization for release of information from an external agency covered by the FCRA. Candidates unwilling to sign the authorization form will be eliminated from further consideration.

2. The Vice President of Human Resources or his/her designee will notify the hiring manager regarding the results of the check. When adverse information is received, the College will notify the candidate by written communication, that the results of the background check warrant further review. The candidate will be sent a Background Inquiry Statement of Explanation. The candidate will be given three days to explain the adverse information. If the candidate does not supply a satisfactory justification explaining the adverse information within the three days, he or she will no longer be considered a candidate for the position in question.

3. The Vice President of Human Resources or his/her designee and the hiring manager will review the adverse information obtained from the reporting process. The decision of whether or not to hire will be determined following a thorough review of the nature and gravity of any adverse information. Only felony and misdemeanor convictions will be considered to the extent to which they relate to the candidate’s suitability for employment in the position for which the candidate had applied. Consideration will include the nature and gravity of the offense or offenses, the length of time that has passed since the conviction and/or completion of the sentence, the nature of the job sought and any evidence of rehabilitation.

4. If the College relies on a consumer report obtained from an external agent to make a negative hiring or other employment decision, prior to taking such action, it will give the candidate a “pre-adverse action disclosure” along with copies of the consumer report and “A Summary of Your Rights Under the Fair Credit Reporting Act.” After making the decision the College will notify the candidate in writing. The notice will include the name, address and telephone number of the consumer reporting agency that supplied the consumer report; a statement that
the consumer reporting agency did not make the negative employment decision; and a notice of the candidate’s right to dispute the accuracy or completeness of the information provided by the consumer reporting agency, along with notice of the candidate’s right to obtain a free consumer report from the agency within 60 days.

5. If the College declines to hire a candidate due to information, other than a consumer report from an external agent, uncovered as a result of the background check, the Human Resources Department will notify the candidate using the Notice of Adverse Action letter that he or she is not eligible for employment at the College.

6. The Human Resources Department will maintain records or other information generated by background reviews in confidential files. For those hired, these materials will be maintained in a separate file from the official personnel file. For candidates not hired, the records will be maintained for the period of time mandated by law.

7. Offers of employment will not be made to candidates recommended for hire until background checks have been obtained and reviewed to the satisfaction of the Vice President of Human Resources or to the satisfaction of his or her designee. When adequate time does not exist to complete the background check process, such as with adjunct faculty, obtaining a satisfactory background check will be a condition of continued employment.

8. The results of a background check shall not be communicated to anyone who does not have a business need to know the information.

9. The College reserves the right to modify this policy at any time without notice.