## **Background Checks**

## A. Purpose

To provide guidelines for conducting background checks for employees and trustees.

## B. General Policy

- 1. Scope. A collegebackground beck is required for all newfull-time, part-time and casual employees A College, State, Financial and/or Securities and Exchange Commission (SEC) background beck also may be required for new or current employees ho move to d (0.002 Tc -1[>[on background beck is required by legal or regulatory required whether an employee an safely and effectively perform ne duties or designated
  - employees and trustees with oversight responsibilities for college investments and electronic information. The background heckshall be completed after a conditional offer of employment has been conveyed and accepted by the applicant
- 2. CollegeBackground Check. TheCollege Backgroun&heckshallincludethe following information:
  - x NationalSex OffendeRegistrycheck
  - x Employment/erification
  - x Academiccredentialverification
  - x SocialSecurityNumberverification,and
  - x SocialSecurityNumbertrace

The College Background Checkmay

 ${\it 3. \ \ \, State Background \, Check. A \, \, Commonweal thof \, Pennsylvania mandated}$ 

- 5. Securities and Exchange Commission Check (SEC). TehSEC background check is required for key employees of the college that have responsibility for the oversight of college investments and electronic information for those individuals holding certain designated positions on the Board of Trustees (see FN2 above)
- 6. Use of Criminal Background Information. The existence of a criminal conviction or a pendingcriminal chargedoes not preclude employment in all cases. However, certain criminal convictions and child abuse eports, by law, disqualify aperson from employment in positions involving direct contact with children or responsibility for the welfare of children. Dickinson will consider the relevance of the criminal history of the individual being hired to the position being filled and the requirements of Pennsylvanialaw in determining whether employment should be prohibited based upon criminal history information. The nature and seriousness of the offense, the circumstance surrounding it, the nature of the position and the length of time since the conviction will be onsidered on a case by-case basis. When a background the ckyields unsatisfactory results, hiring or continued employment must be approved in writing by the Provost o Human Resource Services.

If a currentemployee'sbackgroundcheckinformation precludes themployee from beinghired intot h 4 3

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fingerprintsto the StatePoliceor its authorizedgent.

- 7. "Motor VehicleReport(MVR)" Checksmotorvehiclerecordsandreveals violations, suspension and revocations as well as the type of license and restrictions that have been issued.
- 8. "Federal Motor Carrier Safety Administration Clearinghouse" Checks the national clearinghouse database and reveals of drug and alcohol prohibition violations including positive drug or alcohol test results and test refusals for CDL drivers who operate commercial motor vehicles on public roads.
- 9. "National Sex Offender Registr Check" Accesses the US Department of Justice's sexoffender database erifying the selected applicant or memployee does not have undisclosed on victions of certains exand violent crimes.

## History/Revision Dates

Effective: 7/01/2013 April 16, Amended:

2020, January 11, 2022, and

August 14, 2024 Next Review Date: August 14, 2027

Also Found In: Campus Wide Policies and HR