

# Background Checks

## A. Purpose

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

## B. General Policy

1. Scope. A college background check is required for all new full-time, part-time and casual employees. A College, State, Financial and/or Securities and Exchange Commission (SEC) background check also may be required for new or current employees whom a college determines a background check is required by legal or regulatory requirements, whether an employee can safely and effectively perform the duties or designated employees and trustees with oversight responsibilities for college investments and electronic information. The background check shall be completed after a conditional offer of employment has been conveyed and accepted by the applicant.
2. College Background Check. The College Background Check shall include the following information:
  - x National Sex Offender Registry check
  - x Employment verification
  - x Academic credential verification
  - x Social Security Number verification, and
  - x Social Security Number trace

The College Background Check may

3. State Background Check. A Commonwealth of Pennsylvania mandated

5. Securities and Exchange Commission Check (SEC). The SEC background check is required for key employees of the college that have responsibility for the oversight of college investments and electronic information and 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 pending criminal charge does not preclude employment in all cases. However, certain criminal convictions and child abuse reports, by law, disqualify a person from employment in positions involving direct contact with children or responsibility for the welfare of children.<sup>3</sup> Dickinson will consider the relevance of the criminal history of the individual being hired to the position being filled and the requirements of Pennsylvania law in determining whether employment should be prohibited based upon criminal history information. The nature and seriousness of the offense, the circumstances surrounding it, the nature of the position and the length of time since the conviction will be considered on a case-by-case basis. When a background check yields unsatisfactory results, hiring or continued employment must be approved in writing by the Provost or Human Resource Services.

If a current employee's background check information precludes the employee from being hired into

The full text of



## History/Revision Dates

Effective: 7/01/2013  
Amended: April 16,  
2020, January 11, 2022, and  
August 14, 2024  
Next Review Date: August 14, 2027

Also Found In: CampusWide Policiesand HR