

Policy Title: Background Check Policy

Policy Summary: Establishing Parameters for Criminal History and Related Background Investigations and Employment Verification for Individuals Offered Employment

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

This policy establishes parameters for criminal history and related background investigations and employment verification for individuals offered employment for the protection of the well-being of students, faculty, staff and the public.

Purpose

The purpose of this policy is to help the University protect its interests and the well-being of its students, staff, faculty and the public by establishing employment verification and background investigation expectations for individuals offered employment at the University.

Scope

This policy establishes employment verification and background investigation parameters for all individuals offered full-time or part-time employment by Drake University. The University also reserves the right to perform background checks for other positions and/or under other circumstances, based on the rights and responsibilities of the position.

Policy

Background Check Policy

Drake University employees are essential in advancing the institution as a place to learn and work. This policy is intended to help the University protect its interests and the well-being of its students, staff, faculty and the public. This policy establishes the expected level of employment verification and background investigation.

Policy Provisions

Background checks are required for any full-time or part-time new hires. The University reserves the right to perform background checks for other positions and/or under other circumstances, based upon the duties and responsibilities of the position. The background check is incorporated into the online hiring process.

Each background check will, at a minimum, consist of a Social Security Number Trace Search, Criminal Record Search, and Sexual Offender Database Search. Additional information such as, but not limited to, education verification, work history, and driving record may also be requested. For positions dealing with finances a credit history check may also be conducted.

Access and Privacy

Drake University conducts background checks through a third party vendor. Human Resources serves as the Office of Record for all background check results and strives to maintain confidentiality. Departments will not receive any details of a background check, except as

otherwise contemplated by this policy. Drake University policy prohibits University employees and others from seeking out, using, or disclosing background check information except within the scope of their assigned duties and this policy, and/or as allowed by applicable laws.

When hired, the background check results become a permanent part of the employee's personnel file in Human Resources.

Contingent Job Offers and Hiring

All offers of employment, oral and written, are contingent upon the University's verification of credentials and other information required by federal and state law and may include the completion of a criminal background check and/or a consumer credit check. If there is a criminal conviction or other issue revealed in the background check, Human Resources will review the results, confer with the hiring manager, and make a determination regarding the individual's suitability for employment in the position. In some instances, Human Resources may recommend additional controls be implemented before employing a person convicted of a crime or with other issues revealed in its background investigation.

A criminal conviction is not an automatic bar to employment. The University will consider the recency, severity, frequency and nature of a conviction, as well as its relation to the position in question. Other factors may include the candidate's role in the crime, the candidate's actions and activities since the crime, including rehabilitation or restitution, work history, truthfulness and completeness of the candidate's disclosure of convictions, and any other relevant information.

Individuals with criminal convictions for theft, embezzlement, identity theft or fraud generally will not be hired into positions with fiduciary responsibilities or authority over resource allocation. Likewise, convictions for child molestation and other sex offenses will generally preclude an individual from employment that involves direct, unsupervised contact with students or access to residence facilities. Workplace or domestic violence, or other convictions for behaviors that would be inappropriate for specific jobs may also be grounds for denial of employment. This list is not inclusive, but serves to illustrate the decision-making criteria.

Last Review Date: January 2021

Effective Date: May 2016