# WESTERN NEBRASKA COMMUNITY COLLEGE POLICIES AND PROCEDURES

SECTION: Human Resources 400.0000.14 SUBSECTION: Recruitment and Selection of Staff Members 410.0000.79

**Background Check Policy Number: 410.0210.13** 

#### **POLICY**

The WCCA Board is committed to ensuring that the educational and support activities of the College are supported by qualified staff members and that the community is as safe as possible. The Board is also committed to taking meaningful actions to protect its finances, property, and other assets. This policy and related procedures sets forth the Board's directive for conducting pre-employment background checks for all staff positions.

#### STATEMENT ABOUT BACKGROUND CHECKS AND DISCRIMINATION

Information discovered through the background check process will be used solely for the purpose of evaluating a finalist's suitability for employment. It will not be used to discriminate against a finalist on the basis of race, color, religion, national origin, sex, age, disability, marital status, or military/veteran status, as prescribed by state and federal laws, regulations, and executive orders.

## **DEFINITIONS AND RESPONSIBLE DEPARTMENTS**

- A. Finalist: The applicant recommended by the selection committee, as selected and confirmed by the controlling administrator, and approved by the President, for a position at WNCC, who:
  - 1 is not currently employed by WNCC, or
  - 2 is currently employed by WNCC, who has either:
    - a not undergone the background check process, or
    - b not undergone the additional background checks required by the new position.
- B. Background check: Checking any or all parts of the finalist's employment references and employment, educational, criminal, sex and violent offender, credit, and license histories. The nature and scope of the background check will be determined by the President or his delegate and will be appropriate to the position.
- C. Background check vendor: A company/organization engaged by WNCC to conduct background checks. Whenever a background check vendor conducts all or any portion of a background check, WNCC will require the vendor to comply with state and federal law, including the requirements of the Fair Credit Reporting Act ("FCRA").
- D. Criminal history check: Verifying that the finalist does not have any felony or misdemeanor convictions or pleas which are acknowledgements of responsibility (e.g., plea of no contest or nolo contendere) which have not been annulled or sealed. This verification will include a search of convictions or pleas which are acknowledgements of responsibility during the seven (7) years immediately preceding the finalist's application to WNCC. Criminal convictions or pleas will not automatically exclude a finalist from consideration for employment unless they are job-related and the decision not to hire is consistent with business necessity. (To be completed by the Office of Human Resources or by a background check vendor.)
- E. Sex and violent offender check: Verifying with state and federal registries that the finalist does not have any convictions of certain sex or violent crimes. (To be completed by the Office of Human Resources or by a background check vendor.)

- F. Educational history check: Verifying that the finalist possesses all relevant educational credentials cited by him/her or listed on/in the application, resume, or cover letter. (To be completed by the Office of Human Resources or by a background check vendor.)
- G. Employment history check: Verifying that the finalist worked in the positions cited by him/her or listed on/in the application, resume, or cover letter. This verification will include dates of employment and the reasons for leaving each position for at least the seven (7) years immediately preceding the finalist's application to WNCC. (To be completed by the Office of Human Resources or by a background check vendor.)
- H. Employment reference check: Ensuring that the selection committee receives positive feedback about the finalist's character and performance at work from persons familiar with both. (To be completed by the selection committee.)
- I. License history check: Verifying, if required by the position, that the finalist possesses all the licenses cited by him/her or listed on/in the application, resume, or cover letter. Verification includes establishing the status of the relevant licenses. This includes checking, for example, any motor vehicle driver's license required by the position. (To be completed by the Office of Human Resources or by a background check vendor.)
- J. Credit history check: Checking the credit history of the finalist, if required by the position. (To be completed by the Office of Human Resources or by a background check vendor.)
- K. Fit for Duty and/or Pre-employment Drug Test: Fit for duty and/or pre-employment drug test may be required for certain positions with physical and/or security sensitive requirements. (To be completed by appropriate medical or testing facility as designated by the Office of Human Resources or its designee.)

## **DEFINITIONS**

N/A

# APPLICABILITY

N/A

**Adoption Date: 2013** 

Revision Date (and Board of Governors' Minutes Item Number):

**Prior Policy/Procedure Number:** 

**Schedule for Review:** 

Divisions/Department Responsible for Review and Update:

**Sponsoring Division/Department:** 

**Rescinded Date: Cross Reference:** 

**Procedure(s) for Policy:** 

**Related Policies/References:**