CDU Policy I.E.00500 Background Checks

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: October 29, 2010

REVISED DATE:

SUPERSEDES:

POLICY I.E.00500 Background Checks

A. GENERAL

At Charles R. Drew University, a check of a candidate’s background is intended to serve as an important part of the selection process when hiring new and re-hired employees into critical positions. A background check is conducted with the goal to assess risks and promote a safe environment for students, faculty, employees, guests; to protect key organizational assets such as people, property and information; and to enable hiring authorities to make prudent employment decisions based upon comprehensive job-related information.

Background checks shall be performed on all positions in addition to other employment checks generally performed for all positions, such as reference checks and verification of employment history. The University recognizes that its need to conduct background checks on applicants and employees must be balanced with the need to protect the privacy of those individuals and will adhere to any state and federal law or University policy pertaining to those rights.

B. CATEGORIES

The categories of background checks include, but are not limited to:

1. confirmation of a person's identity;
2. review of criminal conviction records;
3. verification of any educational degree, license or certificate required for the position;
4. review of Department of Motor Vehicles (DMV) records;
5. government security clearance; and
6. drug testing as required by law
PROCEDURE I.E.00500 Background Checks

A. THE DEPARTMENT OF HUMAN RESOURCES IS RESPONSIBLE FOR:

1. Documenting the requirement for background checks in the job description;
2. Including in any job posting and communication with applicants appropriate language stating that a background check will be conducted, the category of background check, and that future (or continued) employment in a position is contingent upon satisfactorily completing a background check;
3. Obtaining a signed authorization from the candidate prior to initiating a background check (use background check (criminal record) authorization form);
4. Ensuring that background checks, with the exception of criminal record reviews, are conducted prior to employment;
5. Complying with the investigative consumer reporting agencies act (icra), the information practices act (ipa), and the fair credit reporting act (fcra) and any other law pertaining to background investigations;
6. Initiating any required criminal background checks or reviews of driving records in accordance with the procedures below.

B. DISPUTES

If a candidate disputes the accuracy of any information obtained in a background check, he or she should be referred to the agency that provided the information. Such dispute will not necessarily serve to delay the hiring authority’s decision to fill the position.

Falsification of information submitted to the University on application materials may be cause for corrective action, up to and including dismissal, or release during the employee’s probationary period.

Applicability: All Staff and Faculty Members