OM 3.1.20 Background Check Policy

Exempt and non-exempt employees

Applies to

Exempt and non-exempt employees

Policy Purpose

The purpose of this policy is to:

- Promote consistency in safe hiring practices through more thorough screening of job applicants.
- Increase legal compliance and reduce risk of liability especially in employment positions that require interactions with minors.

Pre-employment/pre-placement background checks will help ensure that the University's academic mission is supported with qualified employees, and that we provide a safe and secure environment for all of the University’s constituents including students, employees and visitors. This process supports Clarkson’s ability to act proactively and responsibly in protecting its human, fiscal, property and other assets.

Policy Statement

Clarkson University is committed to ensuring that its academic and research missions are supported by qualified staff members, and that its community is as safe as possible. Clarkson is also committed to taking meaningful actions to protect its finances, property, and other assets. This policy sets forth Clarkson procedures for conducting pre-employment background checks for all staff positions.

Clarkson University complies with all applicable federal, state, and local laws, including fair employment practices and equal opportunity, when conducting background checks.

Procedures

The following procedures will be followed:

Responsibilities:

- The employer will use a third-party consumer-reporting agency to conduct the background checks.
- The Human Resources department has primary responsibility for the process, along with appropriate management personnel.
- The employer will adhere to all legal obligations under the Fair Credit Reporting Act, and Federal and State laws, including taking negative action based on the information disclosed by the background check.

Accountability:

- As a condition of hire, background checks are required on all applicants offered a faculty, full or part-time position that is expected to last six (6) months or longer, except for student employees. In addition, in the event an initial employment period of less than six (6) months is subsequently extended to exceed six (6) months, a background check must be completed at the time employment is extended. Any temporary employee hired for less than six (6) months still requires a background check through the national Sex Offender database.
- Background checks may be required for employees obtaining safety sensitive duties, such as a change in positions or significant change in duties as determined by Human Resources.
- Employees, who have a completed background check on file and experience a break in service in employment, will not be required to have an additional background check if they have been in active work status within one year.
- Background check may be required at the discretion of the hiring authority, if the employee begins working in a different department or unit and/or different job capacity that includes safety or sensitive duties; such as handling currency, accounts payable, having access to access to a master key.
History

Responsibilities of cost:

- The hiring authority will be responsible for the cost associated with the background check. A qualified vendor, approved by the University, will conduct the investigation.