

Employment Background Check Policy

Procedure: Pre-Employment Background Check			
Policy Number:	300.46	CUSTODIAN:	Special Projects
Aprv'd Date:	11/17/2020		
Effective Date:	11/17/2020	REVIEW DATE:	11/2020
REFERENCES: Employee Handbook			

Part 1. Policy Background and Purpose.

White Earth Tribal and Community College is committed to protecting the security, safety, and health of employees, students, and others, safeguarding the assets and resources of the College, and assuring individuals in responsible positions are worthy of the trust they are given. This policy sets forth WETCC's procedures for conducting pre-employment background checks for all staff positions.

Part 2. Definitions

Finalist – The candidate selected by the hiring department for a regular or temporary staff position at WETCC.

Reference Check-Checking or verifying any or all parts of the finalist's employment and educational credentials.

Background Check – Checking or verifying any or all parts of the finalist's employment, educational, criminal, sex and violent offender, license, or credit histories. The nature and scope of the background check will be determined by WETCC and will be appropriate to the position. The background checks in this policy may be conducted by WETCC or a background vendor.

Background Check Vendor – a company engaged by WETCC to conduct background checks. Whenever a background check vendor conducts all or any portion of a background check, WETCC will require the vendor to comply Tribal Laws and Regulations.

Part 3. Responsibility.

The Human Resources Technician will begin the background process.

The Search Committee Chair is responsible to conduct the reference check(s) prior to a selection recommendation.

Part 4. Policy

1. Notification
-

Written notification of the requirement to successfully pass a Background Check will be given during advertisement and/or at time of application.

2. Background Checks

Background Checks will include, at a minimum, a multi-state criminal background check including felonies and misdemeanors and a National Sexual Offender Registry check. Background Checks may also include a credit check if applicable, driver history check, and credentials verification for applicants designated by the Human Resources Technician.

Background Checks conducted by the US Department of Homeland Security for international, non-citizen job candidates as part of the visa process may be considered adequate for the purposes of this policy if the candidate has not previously resided in the United States.

3. Initiation of Check

Background Checks will be initiated by the Human Resources Technician for classified full-time or part-time permanent or temporary employees; contracted professional's that are subject to employee rules, regulations, and policies; and faculty employees.

4. Results of Background Check

The Human Resources Technician will perform the background check and route the report to the selection committee chair for review. The background check will be noted as part of the final recommendation to the President prior to any offer of employment.

Results from a Background Check will be considered in the following manner:

If the Background Check reveals criminal records or other serious misconduct (other than minor traffic violations), the Human Resources Technician along with the President, shall make an initial determination as to whether the background check results would disqualify the candidate for the position.

The HR Technician and President's consideration shall include, but not be limited to, the following factors:

- a. number of offenses or misconduct and the circumstances of each;
- b. length of time between the offense or misconduct and the application for employment;
- c. other employment history;
- d. evidence of applicant's rehabilitation efforts;
- e. severity of the offense or misconduct; and

f. the relevance of the offense or misconduct to responsibilities of the position.

Applicants will be informed, in writing, of any adverse information.

All results of the Background Check will remain confidential, will be maintained by the Human Resources Technician, and will be disclosed only to authorized employees who have a need to know in the performance of their job assignments.

Failure to disclose criminal convictions requested during the application process may result in disqualification for employment or termination of employment.

Disqualification of a candidate based on information discovered in the background check is not subject to employee grievance or appeal by the candidate because of the conditional offer of employment, the candidate is not considered an employee and therefore is not subject to employee processes.

6. Responsibility for Costs

WETCC will be responsible for the costs associated with the Background Check. The investigation will be conducted by a qualified vendor approved by the College to conduct such investigations.

7. Non-Discrimination

Information discovered through the background check process will be used solely for the purpose of evaluating a finalist's suitability for employment and will not be used to discriminate against a finalist on the basis of race, color, religion/creed, sex/gender, age, sexual orientation, gender identity/expression, national origin, genetic information, marital/familial status, disability, military, veteran status, or any other Equal Employment Opportunity protected status.