



**3344-60-01 Employee background screening policy.**

(A) Purpose

In an effort to protect the campus community and its assets, the university seeks to ensure that individuals hired, promoted, or otherwise placed into vacant positions, via the university's hiring process, have no criminal conviction history relevant to their employment or discrepancies in employment history. This rule

- (7) “Education/credentials verification” the process of verifying from a third-party vendor the attestation of education, qualification, competence, or authority issued to an individual by a third party with a relevant or de facto authority or assumed competence to do so.
- (8) “Professional licensure” the process of verifying from a third-party vendor the attestation of professional licensure issued to an individual by a third party with a relevant or de facto authority or assumed competence to do so.
- (9) Conviction - all prior criminal convictions and pleas that are acknowledgements of criminal responsibility including a verdict, a guilty plea or nolo contendere

tenure appointments, and the advancement in rank for staff or faculty through appointment or title change. However, “promotion” shall include administrative faculty hires into approved vacancies, by means of the university’s competitive hiring process.

(C) Scope

- (1) A background check shall be completed for external and internal candidates under final consideration for a position.
- (2) A background check shall be completed for an internal candidate(s), i.e. a current university employee, who is under final consideration for hiring into a position that shall result in promotion, lateral move or demotion, via the university’s hiring process.

(D) Details

- (1) The university shall seek information on all prior criminal convictions nationwide based on information provided through a residency check. Prior arrests or detention orders that did not result in criminal convictions or pleas, or expunged, or sealed convictions, shall not be considered.
- (2) Criminal conviction information shall be used solely for the purpose of evaluating candidates (both external and internal) under final consideration for employment in positions. The information shall not be used to discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, genetic information, disabled veteran,

- (5) Human resources shall utilize a third-party vendor to conduct the background check and the process shall comply with the applicable requirements of the Fair Credit Reporting Act ("F.C.R.A.")
- (6) Human resources shall be responsible for developing procedures for the administration of the background check process.
- (7) Human resources shall be responsible for coordinating the receipt of background disclosure and authorization forms from the final candidate(s).
- (8) In order to be considered for an appointment, each selected candidate shall provide information about the candidate's criminal conviction record using the prescribed form. A candidate who refuses to consent to a required background investigation, refuses to provide information necessary to conduct the background investigation, or omits, conceals and/or

information related to the background investigation, shall be subject to appropriate administrative action up to and including termination of employment.

- (11) Employment offers/position changes shall not be made until the background check process is completed. Should filling the position be deemed critical to the operations of the university (e.g. instruction or student service positions), a contingent offer may be made, pending the results and review of the background check.

drug-related crime, as defined in division (G) of section 2925.01 of the Revised Code, a crime of theft, as defined in division (K)(1) of section 2913.01 of the Revised Code, or other crime of moral turpitude (e.g., property, gambling, fraud) may be considered grounds for refusing appointment to these positions.

- (c) The length of time since the criminal conviction.
- (d) (i) Convictions within five years of the date of application, or consideration for a position for the following offenses, may disqualify an individual for consideration for the position appointment:
  - (a) Felony conviction(s);
  - (b) Convictions of sexual offenses as defined in Chapter 2907. of the Revised Code; or
  - (c) Two or more convictions of a drug related offense, as defined in division (G) of section 2925.01 of the Revised Code.<sup>+</sup>
- (ii) Note that, in the case of convictions described in subsections (d)(i)(a), (b) or (c), the university's threat assessment team shall be consulted before a decision is made.

check to provide additional information, which is needed by the law enforcement agency for purposes of conducting the background check.

- (13) Candidates with pending criminal proceedings shall be evaluated based on the aforementioned factors.
- (14) If a candidate is determined ineligible for placement into a position based on the results of the criminal background check, the human resources department, in compliance with the Fair

background investigation, omits, conceals and/or provides false or misleading information in regard to the background investigation shall be subject to appropriate administrative action up to and including termination of employment.

<b>Policy Name:</b>	Employee background screening policy.
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