

## Policies and Procedures

**Title:** Background Checks for Employees

**Purpose:** The University of North Carolina at Asheville strives to provide a safe and secure environment for its students, staff, visitors and other constituents, and to protect its funds, property and other assets. Well-informed hiring decisions contribute to this effort. The University conducts background checks on persons hired for initial employment at the University, as well as current employees who change jobs or otherwise become subject to a background check as indicated in this policy.

A previous criminal conviction does not automatically disqualify one from employment by UNC Asheville. A candidate's eligibility will depend on a variety of factors, such as the nature of, and circumstances surrounding, the conviction; the time elapsed since conviction and the rehabilitation record; the actions and activities of the individual since the conviction, including the individual's subsequent work history; the truthfulness and completeness of the candidate's disclosure of the conviction; and any other relevant information.

Background checks will be used only to evaluate candidates/employees for employment purposes, and will not be used to discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.

**Scope:** This program applies to:

- Final candidates for Faculty, EPA non-faculty, and SPA staff positions, as well as final candidates for all temporary appointments (other than student positions where work is incidental to the individual's status as a UNC Asheville student).
- Current employees who change jobs due to promotion, lateral transfer, or reassignment are subject to background checks. Current employees are also subject to new or additional background checks when assuming new duties that cause the current position to become appropriate for such checks.
- UNC Asheville employees who are convicted of a criminal offense (other than a misdemeanor traffic violation) after January 1, 2008, will also be subject to background checks. Accordingly, employees are required to report any conviction to their immediate supervisor within five days of the conviction. The immediate supervisor will notify Human Resources within five days of receiving notice so that Human Resources can conduct the background check. "Conviction" shall include a guilty verdict, guilty plea, or "no contest" plea.

**Policy:** The type of background check conducted varies by position:

- Criminal Background Checks – Checks will be conducted for the final candidate for all positions as noted above.
- Credit History Checks – A credit history will be conducted as appropriate, to include but not limited to positions with access to, or accountability for, cash or financial assets or accounts, as well as positions having access to, or responsibility for, institutional facilities or assets (beyond the work area, equipment, and materials assigned for individual work use). Current employees who assume these types of duties during the course of employment are also subject to credit history checks.

- Motor Vehicle Checks – Motor vehicle checks will be conducted as appropriate, to include but not limited to positions that require the individual to drive a state vehicle as a regular part of their job responsibilities or when a dedicated vehicle is provided to the employee for the purpose of conducting University business.

**Procedures:** The job offer and continued employment are contingent on clearance from Human Resources after completion of the background check(s).

Human Resources will obtain the applicable background check(s) upon receipt of a signed background check authorization form from candidate as set forth below. A new employee can not begin work until background checks are completed and reviewed.

- I. Completion of authorization form – The hiring department will obtain signed consent forms from candidates interviewed (permanent and temporary) and provide the forms to Human Resources. Hiring departments will also send the application of the final candidate selected for a temporary position to Human Resources.
- II. Human Resources will conduct the background check(s) and determine clearance for employment, with input as needed from appropriate campus administrators, such as the department and/or division head, the University Counsel, and Chief of Campus Police.
- III. Falsification, misrepresentation, or failure to disclose relevant information will disqualify a candidate from employment and may subject a current employee to dismissal.
- IV. Human Resources will follow procedures in accordance with the Fair Credit Reporting Act for all adverse background checks.

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