

BACKGROUND CHECKS AND DEGREE VERIFICATION PROCEDURES

Pursuant to the adoption of the Background Check and Degree Verification Policy, the University requires a background check of all newly hired employees. Each background check will, at a minimum, require a social security number trace search, and a criminal record search including sexual crimes, a verification of employment history and an assessment of personal and/or professional references.

In addition to the above checks, we require the following background checks for newly hired employees to be targeted only to the categories of employment and Units/Divisions in which they are most appropriate.

Credit Checks

All prospective employees who will handle money in the following units:

- University Advancement
- Office of Student Accounts
- Student Enrollment Services Office
- Financial Manager and Bookkeeper, Student Government Association
- Office of Campus Activities and Student Leadership.
- Finance
- Financial Aid
- Purchasing
- Capital Planning
- University Police
- Employees with a University credit card

Degree Verification

Highest degree status will be verified in each case when a degree is a requirement of the job. Degree status published in College publications will also be verified by the respective department.

Drugs*

A drug test is required for the following prospective employees:

- All classified title positions
- Anyone who drives or operates machinery as part of their job responsibilities
- Coaches of University sports teams-including Coaches of Club Sports Teams
- Counseling and Psychological Services (Professional & Managerial Staff)
- Health and Wellness Center (Professional & Managerial Staff)
- Residential Life Services (Professional & Managerial Staff)
- Resident Directors and Resident Assistants or any position that requires the person to stay overnight in a residence facility as part of their job responsibilities.

For current employees, drug testing will occur pursuant to the University's Drug Free Workplace Policy.

Fitness for Duty

Fitness for duty exams currently may be required for any employee who has been on leave for job-related injuries, extended medical leave, and/or leave for psychological reasons. In instances of work-related violence, employees may also be required to undergo fitness for duty exams.

Licensure/Certification

Licensure/Certification verification is required for the following groups of prospective employees:

- Professions – positions that require a license from the State in order to practice in that field.
- University Health Center (Professional & Managerial Staff)
- Counseling and Psychological Services (Professional & Managerial Staff)
- Exercise and Recreation (Professional & Managerial Staff)
- Athletic Trainers
- Any license or certification that is an explicit requirement of the job title.

Motor Vehicle

All prospective employees in job titles that require a driver's license are required to submit to a motor vehicle check, including:

- University Police
- Physical Plant Department (for those who drive trucks/vans/cars)
- Any other position where driving a motor vehicle is a requirement of the job title.

Physical Examination

A medical examination shall be required for all non-clerical positions in Public Safety and Facilities

Psychological Exams*

Any current employee who displays violence in the workplace may be referred for a psychological exam. Employee groups for whom pre-employment screening would require a psychological exam are:

- University Police (Professional & Managerial Staff)
- Counseling and Psychological Services (Professional & Managerial Staff)
- Health and Wellness Center (Professional & Managerial Staff)

Sex Offender Registry Search*

All prospective employees for the following departments will be required to submit to a National and local Sex Offender Registry search.

- Child Development Center staff
- Coaches and Athletic Staff
- Counseling and Psychological Services (Professional Staff)
- Residence Life staff, Directors and Resident Assistance and all personnel whose job duties require them to stay overnight in a University residence facility

- Health and Wellness Center (Professional Staff)
- University Police

*Any similar Drug/substance test, Psychological Exam or Criminal and Sexual Crimes Background Check for new hires that was performed as part of a licensing requirement may be substituted for the applicable requirement under this procedure upon presenting proof that the candidate has met the licensing requirement.