

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Background Checks (Employment)

Number: 8.012.01

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Department of
Responsibility: Human Resources

Authorization:

President

Date Approved: June 19, 2012

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DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Orangeburg-Calhoun Technical College requires background checks to be performed on full-time equivalent positions, temporary grant positions, adjunct positions and temporary positions deemed necessary. The College will also require a background check on employees who have an inactive work period of 12 months or more prior to re-employment. Employees hired prior to the implementation of the Orangeburg-Calhoun Technical College's Background Checks Procedure will be subject to a background check, if there is reasonable cause. Current employees who teach on a high school campus for the college or work at a clinical site for the college may be subject to a background check. Considerations may be made to include consultants employed by the College.

When a position is posted, Human Resources will determine the type of background checks to perform. The background checks require at a minimum SLED checks (or other comparable criminal background checks), E-Verify, and sex offender registry search. They may include, reference checks, social security number trace, credit history checks (applicable to prospective employees who will be responsible for handling or spending public funds), driving records check and education records check based on job relevancy. During the application and/or interview process, applicants will be informed of the College's Background Checks Procedure.

An outside agency licensed to perform background investigations will conduct all checks in accordance with the requirements of the Fair Credit Reporting Act

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(FCRA). All background checks will be initiated through the Human Resources Office. The Human Resources Office will keep results of the background checks confidential except when it is necessary to determine if a potential employee's employment status may be adversely impacted. A Background Check Committee will be formed. This committee will consist of the Human Resources Director, Vice President for Business Affairs, and the Vice President or their designee of the hiring division. As necessary, the Committee will contact legal counsel and/or the Chief of Campus Police for additional guidance. The Human Resources Office will notify the hiring authority only of a satisfactory or unsatisfactory status of background checks. The Human Resources Office will maintain a copy of the background check and all supporting documents in a secured location.

As it relates to criminal offenses, applicants who provide misleading, erroneous, or deceptive information on the application form, resume, or during an interview may be eliminated from further consideration for employment.

Once the interview process begins, the candidates will be asked to sign an Authorization for Release of Information form. Candidates who refuse to sign the form will be considered withdrawing from the pre-employment process and no longer viewed as a candidate for the vacancy. The job offer will be extended to the selected candidate contingent upon the results of the background check. If the results reflect issues of concern, a final decision must be rendered by the Background Check Committee which may result in the termination of employment or rescinding of the original offer.

Orangeburg-Calhoun Technical College will provide fair and unbiased treatment regardless of gender, race, color, disability, national origin, religion, or other protected class of the candidate. The College will comply with the Fair Credit Reporting Act (FCRA), Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC) guidance, and other federal and state laws as it relates to the use of background checks for employment purposes.