EMPLOYEE BACKGROUND CHECKS

POLICY AND PROCEDURES

The University of Portland desires to provide its students, faculty, and staff a safe and secure environment and to provide protection for its financial and material assets. It is appropriate in the employment process to screen applicants for faculty and staff positions for specific criminal conviction records - or in some instances credit records - that the University believes cast doubt as to an individual's fitness for a particular position.

This policy describes the procedure for employee background checks. The procedure is intended to protect the privacy of individuals while meeting the purpose of record checks. This procedure will be followed when filling faculty and staff vacancies with new hires or internal promotions/transfers and for other positions in which the employee has or may have contact with and/or access to financial and material assets of the University. This procedure may also be used in other situations when the University deems it relevant to a specific employment decision.

Guidelines

When the University determines use of criminal conviction records or credit records is appropriate, any information received will be reviewed and evaluated by the Assistant Vice President for Human Resources (or appropriate designee) as to its relevance to the specific employment decision to be made. This evaluation shall include consideration of, without limitation, the following factors:

Falsification of application; date of conviction; employment record after conviction; length of employment and work performance (for transfers and internal promotions); number and nature of the conviction(s); nature of the work to be performed; the potential opportunity through abuse of work-related functions or situations to cause loss or harm to students, faculty or staff, or to the financial or material property of the University.

Existence of a conviction record will not automatically disqualify the applicant for employment, transfer, or promotion. Providing false information or omission of information may be grounds for denial of employment for applicants or discharge for employees.

Notification to Applicants

Applicants for faculty and staff positions will be notified by the hiring department at the time initial application or transfer request is made of the University's policy of checking criminal conviction records. A signed consent form will be obtained by the hiring department and sent to the Human Resources Office at the time when a conditional offer of employment has been extended and accepted by an applicant or employee.

Procedures

1. After a conditional offer of employment has been extended and accepted by an applicant or employee, the Human Resources Office will submit a request for background check to the appropriate agencies.

2. The record check information will be returned to the Assistant VP for Human Resources for review and recommendation.

3. If the record check indicates a record of conviction(s), the Assistant VP for Human Resources will meet with the Department Head to review the information.

4. The Assistant VP for Human Resources and the Department Head will review the conviction record with the applicant or employee and provide a copy of the record. Once the information has been discussed and verified, final determination of the course of action will be made.

5. After consultation with the Assistant VP for Human Resources and the Department Head, the VP/Dean will decide what action will be taken based on factors described in the policy.

6. All information relating to a criminal conviction record check will be treated confidentially.

7. The University expressly reserves the right to determine the preferred method of proceeding in each individual case.

Office of Human Resources
JKuffner
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