

1. Background Initiative -Introduction/Purpose/Definition

1.1 Troy University is committed to providing a safe and secure environment for its students, faculty, staff, volunteers, visitors, and other constituents. In order to ensure the hiring of employees of the highest integrity, Troy University will conduct background checks on persons hired for initial employment at the University and on employees that otherwise become subject to a background check as indicated in this regulation. This shall be effective May 1, 2009.

1.2 A previous criminal conviction does not automatically disqualify an applicant from consideration for employment with the University. Candidates' eligibility will depend on a variety of factors, such as the nature of, and circumstances surrounding, any crime(s); the time elapsed since conviction and the rehabilitation record; the actions and activities of the individual since the crime(s), including the individual's subsequent work history; the truthfulness and completeness of the candidate's disclosure of the conviction(s), and any other relevant information.

1.3 A "conviction" includes any unlawful offense other than a minor traffic violation, including but not limited to DUI/DWI, worthless check, and violations of local ordinances or statutes that resulted in a fine, restitution, or incarceration. Guilty verdicts, guilty pleas, pleas of no contest, and/or arrest data must be included on any application for Troy University employment unless the conviction has been expunged from the applicant's record at the time of application.

1.4 Background checks will be used only to evaluate individuals for employment and for no other purpose. It will not be used to discriminate at any level.

2. Covered Individuals

2.1 The final candidate for all faculty, professional, classified and staff positions, as well as final candidates for temporary positions, whose appointments are effective on or after May 1, 2009 are subject to background checks.

3. Types of Background Checks

3.1 Criminal Background Checks-Criminal history checks will be conducted for the final candidate(s) for all positions as noted in Section 2.

3.2 Sex Offender Registry Checks-National database search of registered sex offenders will be checked against final candidate(s) information.

3.3 SSN Verification-A social security number verification will be conducted on the final candidate(s) to verify the candidates' social security number and name, and will identify all addresses ever listed on their credit file. The previous address information of a candidate is vital in conducting a thorough background check.

3.4 Credit History Checks-A credit history will be conducted on the final candidate(s) for any position with access to, or responsibility for, cash receipts, cash accounts, checking accounts, or money market accounts. Credit checks will also be required for positions that initiate

accounting/financial transactions that are not reviewed or verified by others; positions that have override authority for spending, receipting, or billing transactions. Current employees who assume these types of duties during the course of employment are also subject to credit history checks.

3.5 Motor Vehicle Checks-A motor vehicle check will be conducted on the final candidate(s) for any 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.

3.6 Other types of background checks may be required and initiated as deemed necessary and appropriate depending on the relevance as it is related to the position that is being sought.

4. Exceptions

4.1 The University reserves the right to implement a mandatory background check for **all** current employees of the Troy University if it is warranted by Administration. Should this become a requirement, background checks will be conducted on **all** employees and not a random selection.

4.2 Students who work (secondary to their primary role as a student at Troy University) are not subject to background checks under this regulation.

5. Procedures

5.1 All locations within the Troy University will participate in the background check initiative.

5.2 Application procedures will require a signed copy of the Disclosure and Authorization form to be submitted to the Office of Human Resources at 107 Wright Hall, faxed to 334-670-5666, or a signed copy may be e-mailed to ahwelch@troy.edu. The application will be submitted as directed according to the instructions in the advertisement. Upon notification of the final candidate selected for a position, a background check will be initiated by the Human Resources office.

An offer of employment may be made contingent on a satisfactory background check.

5.3 No candidate may commence work until the background check is completed, except that in an emergency hiring situation---such as filling a vacancy to perform critical work or to ensure campus safety. This may occur only with **prior approval** by the Senior Human Resources Director or his/her designee. Continued employment is contingent upon the completion of a background check and may be terminated upon receipt of the results of an unsatisfactory report.

5.4 Elimination of a candidate from consideration for hiring on the basis of information revealed in an unsatisfactory report must be reviewed and approved or denied by a screening committee.

5.5 A final candidate that receives notification of an unsatisfactory report will have 5 working days to initiate a dispute of the report. This dispute procedure is outlined in the Disclosure Statement and Summary of Rights under FCRA that is received by the candidate at the time of their interview. If the dispute is not initiated within 5 working days, the candidate will not be considered for employment.

5.6 When the background check process has been completed, HR will communicate one of three outcomes to the hiring supervisor: 1) an employee endorsement; or 2) a disqualification based on falsification of information in the application materials or background check release; or 3) a non-endorsement based on the background check report as it relates to the position (with no confidential information being released to the hiring supervisor). If a non-endorsement is the result of an unsatisfactory background check report then HR will notify candidates regarding the report in accordance with FCRA requirements and they may follow the procedure outlined in 5.5.

5.7 A discovery of falsification, including misrepresentation or failure to disclose relevant information as part of the recruitment and application process, will disqualify a candidate from employment consideration.

5.8 HR will maintain background check records in accordance with records retention guidelines.

6. Resources

6.1 Questions concerning the Background Check Initiative may be directed to Troy University Human Resources.

Disclaimers

The University can deny employment to persons previously convicted of criminal offenses if there is a direct relationship between the offense and the employment sought, or if the employment would involve an unreasonable risk to the safety and/or welfare of employees, students, or the general public. The provisions included in this policy, as well as the policy itself, may be modified or deleted at any time at the sole discretion of Troy University.