

DIVISION II. College Employees	REFERENCE NO. 2.2.7
CATEGORY Background Check Policy	DATE Adopted 11/09

Section 1: Purpose

To conduct comprehensive background checks for current Joliet Junior College (JJC) employees and applicants for employment with JJC. Background checks serve as an important part of JJC’s selection process.

Section 2: Policy

Comprehensive background checks are conducted as a means of promoting a safe and efficient work environment. They are also a key component in JJC’s commitment to hire qualified individuals to fill positions, which contributes to the overall strategic success of Joliet Junior College.

This Policy shall apply to:

- A. Applicants who are under final consideration for employment with JJC, following normal screening and selection processes;
- B. Current employees under consideration for a transfer, promotion, or reclassification from a non-safety sensitive position to a position that is safety or security sensitive;
- C. Current employees in safety and security sensitive positions, conducted on an as-needed basis;
- D. Current non-faculty employees under consideration for a transfer, promotion, or reclassification from one position to another on whom JJC did not previously obtain a complete background check;
- E. Employees entitled to or seeking reinstatement to active status if inactive for more than ninety (90) days.

Section 3: Definition

- A. A background check may consist of one or more of the following to the extent permitted by applicable law:
 1. **Employment History Verifications.** Shall cover at least the last ten (10) years of a candidate’s employment history and shall validate dates of employment, termination(s) or resignation(s), job title(s) and/or position(s) held and rehire eligibility. Shall be conducted on all new

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candidates and any candidate with a break in employment from JJC (such as a rehire) to the extent a verification of employment was not previously performed;

2. **Post Secondary Educational Verifications.** Shall provide confirmation of the institution attended, courses taken or degree(s) earned, dates of graduation, and major and minor course of study. Shall be conducted on all new candidates and any candidate with a break in employment or a current employee under consideration for a promotion or transfer to the extent such a verification was not previously performed;
3. **Credit History Checks.** A credit history shall confirm an applicant’s name and Social Security number, current and former addresses, number of accounts opened, number of accounts in both good and negative credit status, payment history, opening balance or credit limit, current balance owed and/or past due, charge off, repossession and extended debt. A Credit History Check shall be conducted on an as-needed basis, as determined by the hiring department in conjunction with the director of human resources, for the position in which a stable credit history is a requirement of the position, such as where one position is privy to or responsible for the confidential employee information, sensitive JJC information, or JJC revenue;
4. **Professional** license or certificate verification (technical, engineering, law, nursing, accounting, etc.), as appropriate;
5. **Criminal Background Check.** Includes a check of criminal history, which may include a Multi-State Criminal search, Multi-State Sex Offender search, Civil Court files records check, finger print check, National Social Security search and Government Watch List/Patriot Act search, among others, to the extent permitted by law. Shall be conducted on all new and rehire applicants who are under final consideration for employment with JJC; on current employees under consideration for a transfer, promotion, or reclassification, and on employees currently in safety and security sensitive positions on an as-needed basis; and on employees rehired, or eligible for seeking reinstatement to active employment after any break in active employment due to, but not limited to layoff, illness, leave of absence, or termination for ninety (90) days or more.
6. **Department of Motor Vehicles** driving record and commercial driver’s license abstracts for certain applicants and employees, such as auto mechanics, management, police officers, and other employees who are authorized to drive JJC automobiles and/or vans;

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- 7. **Social Security Number** verification;
 - 8. **Verification of Eligibility** to work in the United States conducted on an as-needed basis.
- B. A list of safety and security sensitive positions shall be identified and reviewed from time to time by the director of human resources.

Section 4: Procedures

- A. The College must receive written consent from an applicant or current employee before performing a background check if no signed release is on file. Any applicant who refuses or fails to provide written consent for a background check that may include fingerprinting as required by JJC will not be considered for employment.
- B. The College shall follow requirements set by applicable law in obtaining consent from an applicant or current employee to conduct a background check and in providing notice and information to the applicant or current employee concerning the background check process or information learned from a background check. JJC shall not use background check information to unlawfully discriminate against any individual on the basis of race, color, national origin, religion, gender, handicap, age, sexual orientation, or any other class protected by applicable law.
- C. The College will conduct the background check investigation before the hiring official makes the employment decision. If circumstances require that an employment offer be extended before the completion of an investigation, the offer must be in writing from the director of human resources (or designee), and must state that the offer is contingent on the completion of a satisfactory background investigation.
- D. The College shall terminate its consideration to hire any applicant or new hire who falsifies information requested for the background check, or fails to reveal prior criminal convictions, whether a misdemeanor or felony. JJC shall revoke any conditional offer of employment to any new hire who falsifies information requested in the background check or fails to reveal prior criminal convictions, whether a misdemeanor or felony.

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E. In the event the applicant has disclosed criminal convictions or other relevant information, confirmed by the background check, the director of human resources (or designee) upon consultation with our outside attorneys, will determine, on a case-by-case basis, whether the individual is qualified to continue to be considered for hire taking into account factors such as:

1. Specific duties of the position;
2. Number of offenses;
3. Type of offenses;
4. Length of time between the offense and the employment decision;
5. Employment history;
6. Efforts at rehabilitation; and
7. Accuracy of the information that the individual provided on the employment application.

F. In the event it is determined that a current employee falsified information on an employment application and/or in applying for a promotion or transfer, the director of human resources will provide such information to the vice president of the department in which the employee is employed, for consideration for discipline, up to and including discharge.

G. All employees who have access to background check information must sign a confidentiality agreement.