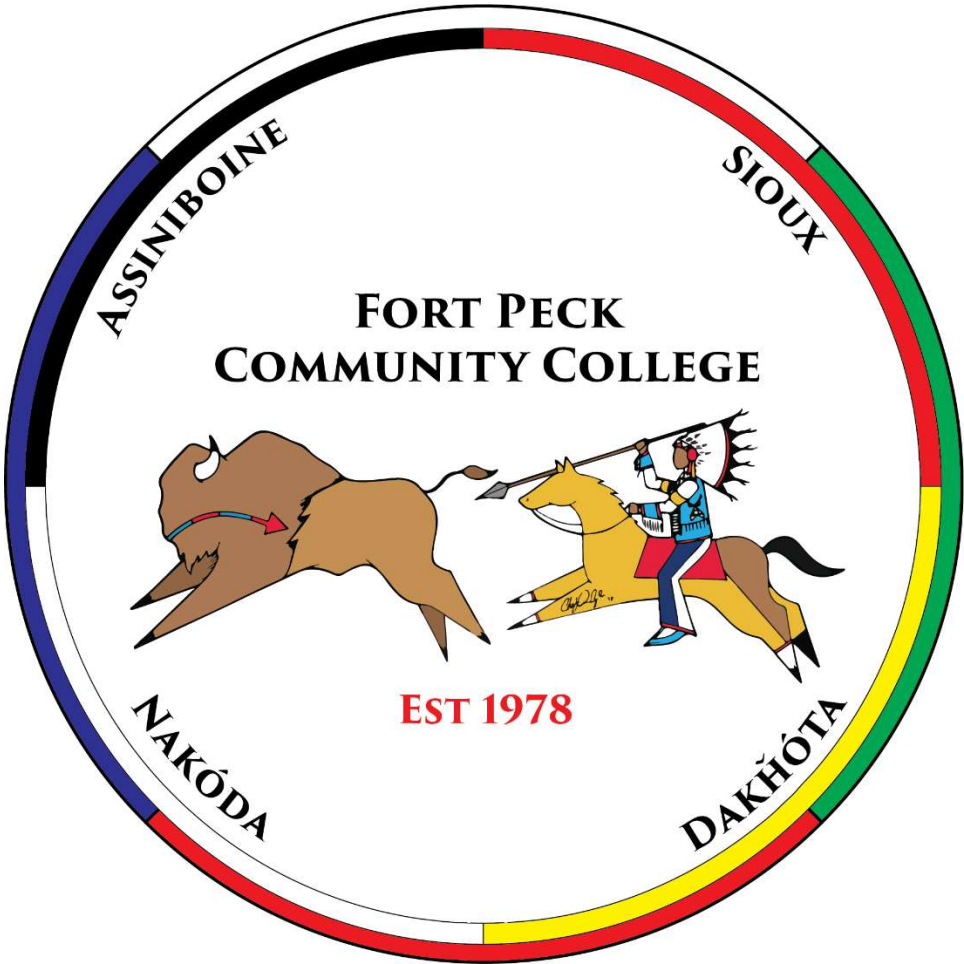


# Background Check Policy & Procedure

August 2021



## **Background Check Policy & Procedure Manual**

Fort Peck Community College will conduct background checks on all candidates offered positions of employment with the College. FPCC will also conduct a background check on any current employee who is offered a promotion or transfer which, in the College's discretion, warrants such a check. The College may also conduct a background check on any current employee as to whom the College otherwise has reasonable cause to believe that a background check is warranted.

Background checks will be conducted by the College or by a reputable third party consumer reporting agency. All background checks will be conducted in compliance with federal and state law. Information obtained through a background check will be kept separate from the regular personnel file and will be maintained in strict confidence, consistent with the terms and purpose of this policy.

The background check generally will include a review of information from an individual's previous employer(s), educational institutions, law enforcement agencies at the federal, state and county levels; and in some cases credit reporting agencies.

Background checks may include but are not limited to:

- Review of criminal records
- Verification of social security number
- Verification of educational records
- Verification of employment records
- Verification of residency
- Sexual offender registry search

For new hires, background checks will be processed at the time a conditional offer of employment is made. For transfers and promotions, the background check will be processed at the time a conditional offer of transfer or promotion is made.

In each case in which a background check will be performed, the individual will be asked to complete and sign a release authorizing FPCC and/or a third party vendor to conduct the background check. If the individual fails to sign the release, any offer for employment, promotion or transfer will be rescinded, and any current employment with FPCC may be terminated.

Background check reports will be obtained and reviewed by the Human Resource Manager, who may review the information with the individuals' supervisor, the College's Board of Directors or others with a need to know.

If an individual is to be denied employment, promotion or transfer because of information obtained in a background check, the individual will be informed in advance of any adverse action. In addition the individual will be given (a) a copy of the relevant background check report, (b) a summary of the individual's legal rights concerning the background check report, and (c) the name, address and phone number of the third-party vendor if the individual has questions about the results of the report or wants to dispute the accuracy of the report.

(Note, however, that the vendor does not make employment decisions and is unable to provide any individual with specific reasons as to why the adverse action was taken.)

Any questions concerning this policy may be directed to the Human Resource Manager.

