Board of Trustees Policy Number: HR 9.01	Date of Adoption/Revision: 1/24/2014

SUBJECT	BACKGROUND CHECKS
AUTHORITY	The Vice President for Administrative Services and the Department of Human Resources are responsible for communicating and managing this process.
APPLICABILITY	This policy applies to all prospective Bennett College employees
PURPOSE	Bennett College is committed to ensuring that its mission and goals are supported by qualified faculty and staff members, and that its community is as safe as possible. Bennett College is also committed to taking meaningful actions to protect its finances, property, and other assets. This policy is a guideline to assist in the consistent application of Bennett College Policies and Procedures for employees. This policy does not create a contract, express or implied, with any employee.
POLICY	The Board of Trustees authorizes the College to require Background checks for prospective employees (faculty, staff, and administrators) and any other positions deemed appropriate as a requirement for employment at Bennett College.
PROCEDURES	**A. Notification of Background Process** Finalist will be informed during the pre-employment process that an offer is subject to completion of background checks with results acceptable to Bennett College as appropriate to each position and as stated in the position description. Prior to conducting the background check, a signed, written consent will be obtained from the finalist. Refusal by the finalist to authorize the background check will make him/her ineligible for employment. Information obtained through background checks is confidential and will be shared only with individuals with an essential business need to know. Records of the background check will be maintained in the Office of Human Resources in file separate from the personnel file. **B. Screening of Finalists** An offer of employment is contingent upon the successful completion of a background check process. Generally, employment in the position should not begin until Bennett College has received and reviewed the results of the background checks. Exceptions may be made at the hiring

department's request with the approval of the President and/or his/her designee.

The finalist for all staff and faculty positions at Bennett College are subject to local, county, state and national criminal records search, motor vehicle driving records, national sexual offender database search and analyzed social security number search. Additional background searches may be requested by the President and/or his/her designee.

C. Background Checks for Current Faculty and Staff
Background checks will be required of current Bennett College faculty and staff who are finalists for a position if they have not undergone the background check process. A current employee who has already undergone a background check in the two (2) years preceding his/her application for transfer or promotion, will not be required to undergo a new background check unless he/she is applying for a position with substantially different responsibilities and the position requires additional background checks such as a credit check. A background check will not be required for changes in shift or other interdepartmental lateral transfers.

D. Evaluation of Background Check Results
Once the background checks are completed, Bennett will make a hiring decision based upon the information gathered. If negative information is obtained through the background check process, Bennett will determine whether the information is job-related and if the decision not to hire is consistent with business necessity. In making the determination, Bennett will consider, among all other relevant information, the following:
1. For all criminal convictions or pleas, the nature and seriousness of the offense(s), the number and type of offense(s), the amount of time that has elapsed since the offense(s), whether such offense(s) are related to the responsibilities of the position, and the accuracy and completeness of the information provided by the finalist during the application process.
2. For all other negative information, the nature and seriousness of the activities or date obtained; the amount of time that has elapsed since the activities or data; whether the information is related to the responsibilities of the position; and the accuracy and completeness of the information provided by the finalist during the application process.

E. Adverse Action Taken Due to Background Check Results
If adverse action is probable, based in whole or in part, on the results of a background check, the finalist will receive a copy of the background check report, a Pre-Adverse Action Notice (Attachment 1) and a document summarizing his/her rights under FCRA. Finalist will be

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permitted to provide responsive information regarding their criminal history, including evidence that they did not commit the offense (in the case of misidentification), evidence of rehabilitation of character, the length of time since the last criminal conviction, and other extenuating circumstances. The finalist will be given five (5) business days to provide this information so as not to halt the recruitment process for the position.

If adverse action is taken against the finalist in whole or in part based upon the results of a background check, the finalist will receive an Adverse Action Notice (Attachment 2), indicating that no further action will be taken and the offer will be rescinded. The finalist will also receive a document summarizing his/her rights under the FCRA.

F. Adverse Action Taken Due to Background Check Results
(Exceptions to the Background Check Policy)
Exceptions to this policy may be made at the discretion of the President or his/her designee. Categories of workers that are excluded from this policy include student workers, unpaid interns, and volunteers unless a background check is required by state or federal law, or by accrediting body.

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Replaces policy:
Date