

Rocky Mountain College

Pre-Employment Background Check Policy

Effective: July 1, 2019

Updated: March 31, 2022

Purpose:

Rocky Mountain College is committed to protecting the security, safety, and health of the faculty, staff, students and others; safeguarding the assets and resources of the College, and assuring individuals in responsible positions are worthy of the trust they are given. Therefore, Rocky Mountain College has adopted a policy requiring Pre-Employment Background Check process.

Employment Background Checks.

Background checks shall be required prior to employing faculty and staff, except as provided below. This policy applies regardless of whether or not a competitive recruitment process is used.

Policy:

Applicability:

1. As a condition of hire, Background Checks are required on all applicants offered a faculty, staff and/or temporary employee whose initial employment exceeds three months, a Background Check must be completed at time of employment as extended.
2. Background Checks may be required at the discretion of the hiring authority for any student employee or any employment appointments that are less than 3 months which include safety or sensitive duties such as handling currency, accounts payable, having access to sensitive computerized databases or laboratories, or having access to a master key.
3. Employees who have a completed background check on file and experience a break in service in employment will not be required to have an additional background check if they have been in an active work status within 2 years.
4. Volunteers working with minors will be required to be checked for violent offender or sex offender crimes and must be cleared prior to working.
5. Minors under the age of 18 working for RMC enter must provide a reference from either school teacher, counselor, or clergy.

Procedures:

1. Notification

Written notification of the requirement to successfully pass a Background Check will be given during advertisement and/or at time of application.

2. Initiation of Check

Background Checks will be initiated only by Human Resources for all staff, contract professionals, and faculty employees.

Human Resources may only initiate Background Checks once they have been notified of a confirmed acceptance of employment. Prior to the Background Check to be initiated, signed authorization through the third party Background Company must be completed.

3. Background Checks

Background Checks will include, a national criminal background check including felonies and misdemeanors, a social security trace, and a National Sexual Offender Registry check.

4. Conditional Offer of Employment

The Background Check must be completed before employment begins. Any offers made before a background check has been completed shall be expressly conditional upon successful completion of the Background Check.

Conditional offers shall be withdrawn if the results of the background check are deemed to disqualify the applicant for the position (regardless if conditional employment began).

5. Results of the Background Check

Results of the background check will be considered in the following manner:

If the Background Check reveals criminal records or other serious misconduct (other than minor traffic violations), the Human Resources office will consult with Legal Counsel and the hiring authority shall make the determination as to whether the Background Check results should disqualify the candidate for the position.

The group's consideration shall include, but not be limited to, the following factors:

- a. Number of offenses or misconduct and the circumstances of each;
- b. Length of time between the offense or misconduct and the application for employment;
- c. Other employment history;
- d. Evidence of the applicant's rehabilitation efforts;
- e. Severity of the offense or misconduct; and
- f. The relevance of the offense or misconduct to responsibilities of the position.

To the extent required by the Fair Credit Reporting Act (FCRA), applicants will be informed, in writing, a notice of adverse information discovered in the Background Check and given the opportunity to respond. Upon conclusion of the review, written notice will be sent to the candidate regarding the employer's decision of eligibility for the position.

All results of the Background Check will remain confidential, will be maintained by Human Resources and will be disclosed only to authorized employees who have a need to know for the performance of their job assignments.

Disqualification of a candidate based on information discovered in the Background Checks not subject to grievance or appeal by the candidate.

6. Responsibility for Costs

Human Resources will be responsible for the costs associated with the Background Check.