Policy Type: Human Resources  
Policy Title: Background Verification  
Policy Number: HR-26

Purpose:
The College will conduct pre-employment background verifications on all volunteers and final candidates recommended for temporary, part-time or full-time employment in order to provide a safe and secure environment for the campus community consistent with Washington law, including RCW 43.43.815 (Conviction Records Furnished to Employer), RCW 43.43.830-845 (Child and Adult Abuse Information Act) and RCW 10.97 (Criminal Records Privacy Act).

Scope:
- All final candidates including faculty (full and adjunct), staff and part-time hourly recommended for employment at Green River Community College;
- Volunteers including volunteers and student employment candidates who will have regular unsupervised access to children under the age of sixteen, developmentally disabled or vulnerable adults;
- Volunteers who have access to personal or sensitive data including dates as regards to student, employee, community members or
- Volunteers who will have access to currency and/or other financial transactions.

Definition:
Conviction – For purposes of this policy, conviction also includes pleas of guilty and Alfred Plea.

Policy:
Background verifications will be conducted by Human Resources or designees approved by the Vice President of Human Resources for final candidates who have been offered either temporary or full-time employment at the College and for volunteers and student employees who fall under the scope of this policy.

The Vice President of Human Resources or designee shall determine what types of background verifications are required for each position. At a minimum, verification of previous employment and criminal records will be conducted. Other background verifications may include checks of educational degree obtained, license/certification, credit reports, motor vehicle records, and sex and violent offender registries.

Procedure:
- All offers of employment and offers to volunteers must clearly state in writing the offer is contingent upon background verifications.
- Prior to conducting a background verification check, the hiring supervisor shall obtain a signed, written consent from the potential employee. An applicant who refuses to complete, sign, and submit the form will be removed from further consideration for the position. All written consent forms will be forwarded to the Office of Human Resources.
- Background checks may be conducted by the Office of Human Resources, approved designee or an approved third party vendor.
- For employment, background verifications must be conducted prior to the start of the employment contract. If the background verification cannot be completed prior to the start of employment, an offer may be made contingent on the background verification to be completed within 30 days after the start of employment.
- The appointing authority or designee, in consultation with the Vice President of Human Resources, may deny or immediately revoke offers for employment or to volunteers consistent with Washington law. Any material misrepresentation or omission of relevant information during the application process is grounds for denial of employment, termination of employment, and/or termination of any volunteer activity for the College.
- Criminal convictions may, but do not automatically, exclude a person for consideration for employment or volunteer opportunity.
At a minimum, the following background checks will be conducted:

- Prior employment reference verification (letters of reference will not be considered for employment verification) completed by hiring manager/committee chair;
- Any required credential verification completed by the Office of Human Resources;
- Academic credential verification completed by the Office of Human Resources, where appropriate.

In addition, the following background check may be conducted:

- Criminal background checks (in state and/or out of state, as appropriate) will be conducted by the Office of Human Resources

Additional factors include but are not limited to whether the position involves:

- Regular unsupervised access to children and minors, developmentally disabled or vulnerable adults;
- Direct access to, or control over, cash, checks, credit cards, and/or credit card account information, or authority to commit financial resources of the College through contracts greater than $300;
- Responsibility for operating a College-owned vehicle or CDL drivers operating College-owned vehicles for the purpose of transporting students, employees and others;
- Control over campus business processes; either through functional roles or system security access;
- Access to personal identifying information about students, faculty, staff or alumni;
- Access to controlled substances;
- Possession of master or sub-master keys for building access;
- Representing or serving the College as a licensed or accredited professional.

**Use of Background Information:**
The Office of Human Resources will provide notification for background checks as required by law, including the Fair Credit Reporting Act. Applicants, including volunteer applicants, are required to disclose information needed for conducting background verifications.

**Exception:** Individuals are not generally required to disclose information regarding criminal records that have been sealed, expunged, or eradicated by a court.

All College employees receiving background verification information will use the information in a confidential manner, and will share the information with only those who have a legitimate College or business need. The Office of Human Resources will maintain all documentation collected in a secure manner separate from an employee’s official personnel file.

**Specific Authority:** RCW 43.43.815 (Conviction Records Furnished to Employer), RCW 43.43.830-845 (Child and Adult Abuse Information Act) and RCW 10.97 (Criminal Records Privacy Act).

**Law Implemented:**

**History of Policy or Procedure:**
Draft: September 30, 2008
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Revised:
Reviewed by:
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