

UNIVERSITY OF NORTHERN COLORADO

BACKGROUND CHECK PROCEDURE OVERVIEW

Scope:

The implementation of a comprehensive background check process is an important step in reducing the potential risk of a poor hiring decision to the University and our students. Beginning 1/1/2005 the University of Northern Colorado will conduct criminal background checks on all new employees.

Authority:

The Director of Human Resource Services (HRS) is responsible for the implementation of the background check process and the review of the results. All background checks will be conducted post offer. The decision not to hire an applicant based on the results of the criminal background will be made in consultation with the appropriate hiring authority.

Instructions:

The criminal background check on new employees will be conducted in the least intrusive manner during the hiring process. Do not stop the hiring/contracting process while waiting for background check results. The criminal check will be conducted by the UNC Police using the Colorado Crime Information Computer to check criminal history in the state and the National Crime Information Computer to check criminal history nationally. Additionally, the Colorado Courts database is used to check for both criminal and civil adjudications within Colorado.

The person responsible for contacting the employee to complete the background check, distributing the form, and returning the form to Human Resource Services will vary by type of hiring process. Complete instructions by employee type are available on the Human Resources website. Below is a summary of the responsibilities for each type of hire:

Classified

Inform employee: Human Resource Services Office (Deb Rees)

Follow up on missing forms: Human Resource Services Office (Deb Rees)

Inform hiring authority of results: Human Resource Services (Deb Rees)

Additional Information: Positions requiring Ergo Med physical examinations prior to employment will not schedule appointment until background has been completed.

Full-time Faculty

Inform employee: Provost Office with letter of intent (Jane Graff)

E-mail Josie Sanchez of the hiring decision.

Fax form and legible copy of drivers license to HR at 351-1386

Follow up on missing forms: Human Resource Services Office (Josie Sanchez)

Inform hiring authority of results: Human Resource Services— only if there is an issue.

Proceed with search process unless other-wise instructed.

Additional Information: The decision not to hire an applicant based on the results of the criminal background will be made in consultation with the appropriate Dean.

All Other Faculty/Exempt

Inform employee: Contract Originator

E-mail Josie Sanchez of the hiring decision.

Fax form and legible copy of drivers license to HR at 351-1386

Follow up on missing forms: Human Resource Services Office (Josie Sanchez)

Inform hiring authority of results: Human Resource Services – only if there is an issue.

Proceed with employment process unless other-wise instructed.

Additional Information: The contract originator may not be aware of the hiring decision until after the employee has begun work, but they will request the background check form be

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completed as soon as possible. The decision not to hire an applicant based on the results of the criminal background will be made in consultation with the appropriate hiring authority.

Temporary Employees

Inform employee: Hiring Authority

Fax form and legible copy of drivers license to HR at 351-1386

Follow up on missing forms: Human Resource Services Office (Sue Stone)

Inform hiring authority of results: Human Resource Services – only if there is an issue.

Proceed with employment process unless other-wise instructed.

Additional Information: We will not conduct checks on Temporary employees working less than 1 month unless requested by the hiring authority or for those working in a sensitive area as determined by Human Resource Services. This is largely due to the increased workload impact on the UNC Police Department. The decision not to hire an applicant based on the results of the criminal background will be made in consultation with the appropriate hiring authority.

Graduate Assistants/Teaching Assistants/Student Employees

No background check will be complete on GA/TA's. On the Graduate School Application for Admission in the section General Information it states:

“YOU MUST ANSWER THE QUESTION BELOW. If you answer ‘yes’ attach a statement of explanation. Failure to do so will delay processing of your application.

Have you ever been convicted of crime? (Traffic violations are exempt) __Yes __No”

Understanding the inconsistency, we are going to begin this process excluding the GA's and TA's and Student Employees from the process. This is mostly a practical decision; I want to get a handle on the workload issues we are creating with this new process before I add another 200-300 checks every semester.

Additional Information

The intent is for this process to be handled centrally by the Human Resource Services Office as much as possible. We need help with the initial distribution of the background check form to the new employees, and an email to the HR office. After that part is completed, the responsibility for completion of the process lies with the HR office. For unique employment situations that arise on campus, please contact the Human Resource Services office for application of the background check procedure.

Employees who previously completed a background check and who are returning to work after a work break of less than 6 months will not be subject to another check unless requested by the hiring authority or Human Resource Services. Current employees who are promoted into a new position after 1/1/2005 will be subject to the background check requirement.

The Background Check form is available at

http://www.unco.edu/hr/forms/pdf/background_check.pdf

Date Issued: 4/1/2005

Contact for Questions: Human Resource Services Office 351-2718

Issued By: Marshall Parks, Director of Human Resource Services