Pre-employment background check.

(A) Purpose. Owens community college seeks to provide a safe learning and working environment for students, faculty, staff and campus visitors.

(B) Offers of employment for certain positions are contingent upon clear results of a thorough background check. Pre-employment background checks may include, but are not limited to, a social security number trace report, verification of education and professional licensure, multi-county, state, and/or federal criminal record check, personal and professional reference check and secondary database search including sex offender, fugitive and terrorist lists. In addition, if applicable to a position, a motor vehicle report and/or a credit history report that is consistent with the guidelines set forth by the Federal Credit Reporting Act may be completed prior to employment.

(C) Implementation. The vice president of human resources will implement procedures consistent with this policy.

Effective date: 12/22/2007

Patricia M. Jezak
Certification
12/12/2007
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: N/A