

3358:11-5-51 Pre-employment background check policy.

- (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 satisfactory results of a pre-employment 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 administration or human resources designee will implement procedures consistent with this policy.

Effective date: 02/16/2019

Promulgated under:	111.15
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Rule amplifies:	3358.08
Prior effective dates:	12/22/2007