



**Cochise College
District Board Policy**

Category: All Employee Groups

Policy Number: 660

Title: Background Screening

Cochise College is committed to protecting the safety and welfare of students, employees, and the general public, and to safeguarding college property and information. To that end, this policy provides for background screening as part of the onboarding process for employees and volunteers in an effort to promote a safe and productive learning and working environment. Employment is contingent upon the satisfactory outcome of the background screening.

**Procedure 660.1
Authorization**

After a verbal employment offer or agreement for volunteer work is made by Human Resources or a designated hiring manager, the successful candidate will be provided the opportunity to sign a form authorizing the college to perform a background screening. Refusal to authorize a background screening will eliminate the candidate from consideration for the position.

**Procedure 660.2
Background Screening Procedures**

All employment positions and volunteer appointments require a criminal background screening. Positions deemed to expose the college to potential financial loss, as determined by the Vice President of Human Resources or designee, will be subject to a credit check. All credit checks are performed in compliance with the Fair Credit Reporting Act.

Current employees who experience a change in duties or responsibilities are generally required to authorize the college to perform a background screening.

**Procedure 660.3
Failure to Disclose**

Any applicant who fails to disclose a conviction on the application which is indicated in the criminal background screening has falsified the application and may be disqualified from further consideration.

**Procedure 660.4
Individualized Assessment**

An individualized assessment shall be performed on all criminal background screening results giving full consideration to:

1. The nature and gravity of the criminal offense(s).
2. The time that has passed since the conviction and/or completion of the sentence.

3. The nature of the job or volunteer appointment.

**Procedure 660.5
Adverse Action Procedures**

- A. If consideration is being given to rejecting the candidate due to background screening results, the candidate shall be provided:
 1. Notice in writing, in person or electronically, informing the candidate that he/she may be rejected based on the results of a background screening.
 2. A copy of the report that was obtained and is being relied upon to make the hiring decision.
 3. A copy of *A Summary of Your Rights Under the Fair Credit Reporting Act*.
 4. The name, address and phone number of the background screening vendor that provided the screening report.
 5. An opportunity to refute any disputed information within seven (7) business days.
- B. If the decision is made to reject the candidate based on the background screening results, the candidate shall be provided
 1. Notice in writing, in person or electronically, informing the candidate the offer of employment is being withdrawn based on the results of a background screening.

**Procedure 660.6
Dispute Process**

Consideration may be given to keeping the position open during the dispute process; however, the college has no obligation to do so.