



CRIMINAL BACKGROUND AND FINANCIAL CREDIT CHECK POLICY

Department of Human Resources

Effective: July 8, 2008

Revised: March 27, 2012

Revised: August 1, 2013

PURPOSE

The purpose of this policy is to provide guidelines for conducting criminal background and consumer credit reports for faculty and staff at the university, as well as applicants for employment. The process of conducting criminal background and consumer credit reports is intended to create and sustain a safe environment for all members of the university community.

POLICY

The University of Louisiana at Monroe will conduct criminal history checks through an appropriate vendor(s) for the following:

- Newly hired employees as part of the hiring process,
- Current employees transferred, promoted or reassigned to a different position if a background check has not been conducted within the last 12 months.

Financial credit checks will be conducted by an appropriate vendor(s) for the following employees *only*:

- Key information technology (IT) and financial personnel at the beginning of each fiscal year,
- Full-time, part-time, student workers, temporary or seasonal employees who handle large amounts of cash or handle numerous transactions involving cash as part of their job duties as determined by the Department Heads or designees.

The university will maintain a list of positions identified as key information technology and financial personnel in the Department of Human Resources. Best efforts will be made to notify employees when the designation is made and/or at the time of employment, transfer, reassignment, or promotion. This notice does not confer any additional rights beyond what are provided in federal and state law.

COMPLIANCE WITH FAIR CREDIT REPORTING ACT

Information from the consumer credit report will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation. In the event any adverse action is taken against the applicant or employee, a copy of the report and a disclosure of the individual's rights under the Fair Credit Reporting Act (FCRA) will be provided to the applicant or employee.

Adverse employment decisions for purposes of the FCRA constitute a denial of employment or any other decision for employment purposes that adversely affect any current or prospective employee.

Factors that may lead to an adverse employment decision include, but are not limited to:

- the relevance of a criminal conviction to the posted job duties;
- the date of the most recent offense;
- the nature and number of convictions;
- the relative threat to the security of ULM or its employees and students; and
- the accuracy of the information provided by the individual on the employment application and/or in the recruitment process.

SCREENING PROCESS

The background screening can include, but is not limited to, the following investigation results:

- Social Security Number Verification – Verification of the individual's social security number. This search may reveal use of multiple SSNs and/or aliases.
- Parish/County Criminal History Search – Searches criminal history of counties and/or parishes in which the individual has worked, attended school, and/or resided (if different from the county/parish in which he/she worked) within the last seven (7) years. All felony convictions, misdemeanor convictions, and related activity on record (including open arrest warrants or charges for failure to appear in court) are included.
- Sex Offender Register – Searches the sex offender database register for any state in which the individual has resided in the last seven (7) years.
- Consumer Credit Report – Contains information about the individual's current and previous financial history. Reports include information regarding trade accounts with negative action (write-offs, bad debt, collections, foreclosures, repossessions), and public records (civil judgments, tax liens, bankruptcy).