



Lehigh University Human Resources Policy

Policy Number:	201
Effective Date:	6/1/2003
Revisions:	
Applicability:	All Exempt and Nonexempt Staff Members

BACKGROUND CHECK POLICY

Purpose:

Policy on performing background checks on potential employees

Policy:

Satisfactory reference checks are a condition of employment. In addition to checking references, Lehigh University will conduct more thorough pre-employment screening for all new exempt and nonexempt employees. Prior to extending a final offer of employment, the candidate for the position will receive the following pre-employment background checks: social security verification, education verification, and county and state criminal background checks.

There are certain areas and positions that require additional background checks. These positions will be designated as “security and safety sensitive” and will be identified as such in job descriptions, job postings, and advertisements for the position. Security and safety sensitive positions are those that require:

- Use of weapons
- Access to residential buildings
- Contact with minors
- Cash handling or financial discretion
- The operation of a motor vehicle.

Depending on the duties and responsibilities, candidates for these positions may require additional background checks, including a credit history report, a motor vehicle report, professional license, or certificate verification, and a child abuse check.

Procedures:

All position descriptions will state that the position requires the following pre-employment checks: social security verification, education verification, and national criminal background checks.

Positions that require additional checks will be designated as security or safety sensitive by the hiring department in consultation with Human Resources (HR) and the appropriate vice president or dean. HR

maintains the official list of positions requiring additional background investigations. HR will review all new positions and those with job content changes to determine if they should be designated as security or safety sensitive. The hiring department and HR will add appropriate wording to position descriptions identified as security or safety sensitive as they are posted for recruitment.

Job descriptions will include the following statements:

All Positions: *“This position requires the following pre-employment checks: social security verification, education verification, and county and state criminal background checks.”*

Security: *“The specific job requirements for this position render the position security sensitive and require a criminal history investigation, credit history investigation, and a child abuse check.”*

Financial: *“The specific job duties involving cash handling or financial discretion render this position as security sensitive and require a Credit History Investigation and Criminal Background Investigation.”*

Driving: *“The specific job duty requiring the operation of a motor vehicle renders this position safety sensitive and requires a Department of Motor Vehicle report.”*

All applicants sign a release at the time of the application for employment. Internal applicants for transfer or promotion to a position designated as safety or security sensitive are also subject to further background investigation and will be asked to sign a release when applying for transfer or promotion.

Upon the selection of a final candidate and before an offer of employment is extended, HR will initiate the background checks. If staffing permits, the prospective employee should not actually begin working in the position until the background checks have been completed.

HR will review the results of the background checks. If the results are satisfactory, the hiring supervisor will be authorized to extend an offer of employment. If the results are unsatisfactory, HR and the hiring supervisor, in consultation with appropriate management, will make a determination about employability. If the results are unsatisfactory, the candidate must be notified about the disqualification based on the results of the background checks.

All background check information concerning the applicant shall be sealed and remain in the custody of the HR Office and shall be filed in a confidential manner.

Any employee who holds a security sensitive position shall, within five days, notify HR if he or she is convicted of any crime other than a minor traffic violation.

Keywords: Employment, Applicants, Criminal