Background Check for Employment

Title: Background Checks for Employment

Section 1. General

1.1 Scope: This policy identifies the employment positions at West Virginia State University Research and Development Corporation (Corporation) for which background checks will be required for employees.

1.2 Authority: The West Virginia State University Research and Development Corporation Executive Committee

1.3 Formalizes internal policy adopted June 2017.

Section 2. Policy

2.1 It is the intention of the West Virginia State University Research and Development Corporation Executive Committee to insure safe and secure learning and working environments:

> 2.1.1 Therefore, background checks will be performed for all candidates seeking employment in selectively identified positions and may include criminal records, educational history, work experience, and other selected areas.

> 2.1.2 Any candidates refusing to permit to a background check of the areas related to the employment position in question shall be removed from the list of candidates to be considered for employment.

>> 2.1.2.1 Any candidates for position involving contact with students or youth associated with a program sponsored by the Corporation who has a criminal record indicating sexual offenses will be removed from the list of candidates to be considered for employment for that position.

2.2 The relevant background checks will be performed by a contracted professional agency specializing in such activities.

Section 3. Procedures

3.1 The need for background checks related to educational history, work experience and other non-criminal areas will be determined on a case-to-case basis related to the nature of the employment position.

3.2 Background checks related to criminal activity will be required of all candidates for positions involving:

- The direct handling of cash;
- Working with youth under the age of 18 years;
- Law enforcement positions within the Public Safety Department;
- Computer programming or data base management activities within the Computer Services Department;
- Activities within or contiguous to Youth Programs;
- Persons working in living areas of campus, i.e. residence directors, custodians, utilities personnel, trades workers, grounds crew.