

SECTION: Business Affairs/Human Resources and Risk Management
SUBJECT: Pre-employment Screening

ISSUED BY: Human Resources and Risk Management
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE:

Policy

Asbury College is committed to ensuring that its academic and service missions are supported by qualified employees, in a safe and secure environment for all College constituents, including students, visitors, and employees. In addition it is important that the College take meaningful actions to protect its funds, property and other assets.

As a result of this commitment, it is the policy of Asbury College that all final external candidates for employment in regular staff and faculty positions have certain credentials, criminal and other background information verified as a condition of employment.

As a result all regular full and part-time employees of the institution (Faculty and Staff) will have a criminal history check upon their initial hire and prior to commencing employment with the institution. In addition, verification of licensure and other certifications that are necessary for the performance of the employee's job will also be required. A Motor Vehicle Report will be completed on any employee who will be asked to drive or who volunteers to drive for work purposes. College transcripts and other academic verification may be requested at any point but is always required for all faculty members or others regularly teaching in the classroom.

Definitions

1. "Criminal history check" means verifying that the selected candidate does not have any undisclosed criminal history.
2. "Academic Credentials" means ensuring that the selected candidate possesses all education credentials beyond high school listed on the application, resume or cover letter or otherwise cited by the candidate that are required for the position.
3. "Employment verification" (i.e. Reference checking) Means ensuring that the selected candidate actually worked in the positions listed on the application, resume, or cover letter or otherwise cited by the candidate that qualify the individual for the position sought. This verification should include dates of employment and verification of last position held.
4. "License verification" means ensuring that the selected candidate possesses all the licenses listed on the application, resume, or cover letter or otherwise cited by the candidate that are required for the position, including verification of the status of such licenses. This includes any motor vehicle drivers licenses required for the position.
5. "Sex offender registry check" means verifying that the selected candidate does not have undisclosed convictions of sex crimes in every jurisdiction where the candidate currently resides, has resided or has been employed.
6. "Healthcare sanctions check" identifies sanctioned individuals and entities in the health care field. Sanctioned individuals are those who have been determined to be

fraudulent in their field, and/or those individuals who have had adverse actions taken against them by the licensing boards of state governments. Reported actions may include: reprimands, probations, suspensions and revocations provider licenses, cease and desist orders, exclusions for failure to pay student loans, Drug Enforcement Agency (DEA) violations, child support violations, professional misconduct, other similar sanctions and exclusions.

7. “Initial Hire” means any new Asbury College employee who has never been employed at Asbury College in the past or an employee who previously worked at Asbury College but who has been separated from the College for more than one calendar year. As a result, an applicant returning to Asbury College within one calendar year will be exempt from the background check.
8. “External candidates” are defined as candidates for Asbury College position who are not presently employed at Asbury.

Type of check	Positions	Process Department	Decision Department	Record Retention
Criminal History Check	All positions	Provost Office Faculty, HR – Staff	Provost - Faculty, HR – Staff, in conjunction with President & Department	HR
Sex offender registry	All positions	HR	Provost - Faculty, HR – Staff, in conjunction with President & Department	HR
Employment Verification (reference checks)	All positions	Hiring Department	Department in conjunction with HR	Shredded upon hire
Academic Credentials	Faculty, Executive Officers and Administrators	Provost Office – Faculty, HR – certain staff positions	Provost/HR	Faculty – Provost, Staff – HR
License verification	Positions requiring licenses – nursing, counselors, trades, CPA, attorney	Department in conjunction with HR	Department in conjunction with HR	HR
MVR/Driver’s license	All employees who are required to drive for business purposes or have a likelihood of driving	HR	HR	HR
Healthcare Sanctions	Nurses Counselors	Clinic/Counseling Services	Clinic/Counseling Services in conjunction with HR/VP for Student Development	HR

December 2007