

## Background Check Policy

All staff and faculty, including temporary staff, per course visitors, visiting or adjunct faculty, must complete a background check prior to the start of employment. Previous employees including temporary employees who have not worked for the University for 12 months or more must complete a new background check. Emeritus faculty may be exempt from this requirement.

Additionally, all volunteers, existing staff, faculty, and students who will have direct and unsupervised contact with minors (younger than 18), shall complete a background check prior to the start of any work with minors. Existing staff and faculty who will have direct and unsupervised contact with minors will be subject to a background check every 5 years. For further details please refer to the ["Policy on Health and Safety of Children and Youth."](#)

Human Resources will review publicly available information found through internet searches for finalists for staff positions (regular or temporary). The Provost's Office (Associate Provost and Deans only) will review such information for faculty searches. Finalists may be asked about findings relevant to their qualifications or suitability for employment. The Provost's office will escalate any findings to Human Resources or General Counsel for review and resolution before taking any action. Review of such information is to be done only by Human Resources, General Counsel, and the Provosts Office.

New employee background checks are done post-offer and consist of up to 7 years of employment verification, social security trace, criminal history (multi-jurisdictional, state/county), sex offender registry, education verification of highest degree, verification of licenses and certification required for the role and DMV check (if applicable). For temporary employees background checks are done post-offer and include social security trace, criminal history (multi-jurisdictional, state/county), sex offender registry, and DMV check (if applicable).

### International Hires

- In the event the finalist is currently international or has held an international residence during any point during their past 7 years of residence history, an international criminal search will be conducted.
- In the event the finalist has a completed international degree, Human Resources may request a certified copy of the international degree rather than verifying the degree through the background check agency. (Note: degrees are not checked for temporary employees).

Some positions may require additional testing or background check screening as follows:

### **Administrative Support, Secretarial and Clerical Bargaining Unit Positions (except Library Assistant Positions):**

Microsoft Office skills - Word, Excel, Outlook, Power Point (if applicable) Minimum scores: Word – 80%, Excel – 75%, Outlook – 70%, PowerPoint – 70%.

### **Financial Positions**

May be subject to a credit check depending on role.

### **Physical Plant Positions:**

Fit for duty physical and musculoskeletal exam based on the position requirements.

Review consumer protection for trade licensing complaints.

### **Public Safety Positions (union and non-union positions):**

Social media scan, professional and character references, a neighborhood canvass, psychological evaluation, a physical exam, and drug testing.

### **Retention of Results**

Background check results for any category of employment are retained by the background check vendors.

### **Criminal Convictions**

Wesleyan's consideration of criminal convictions will include the nature and gravity of the offense, the time that has passed since the offense, the completion of any sentence, and the relevance of the offense to the job. Without limiting the foregoing, Wesleyan generally considers the following to be disqualifying conduct for employment in the cited instances:

#### **OFFENSE**

Violent Crimes or other Serious Felonies: Regardless of timing of offense, disqualifying for roles where there is the potential for regular exposure to minors or students.

Financial, theft or fraud: Past 10 years for positions involving financial responsibility, access to funds, personnel, equipment or University financial information.

Drug & Alcohol: Past 5 years for positions requiring the use of automobile or equipment – depending on nature of offense, may also disqualify for positions involving responsibility for minors or students.

Other Material Adverse Credit Information: Past 10 years where credit report issues are substantially related to current or potential position in accordance with Connecticut law.

Candidates or employees facing disqualification will be notified according to requirements of the Fair Credit Reporting Act.