

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:02:14

DATE: April 2016

REVISION/REVIEW DATES

SUBJECT: Pre-employment Requirements

APPROVED: John M. Beehler, President

PURPOSE

The purpose of this policy is to ensure that Jacksonville State University conducts appropriate investigations of all prospective employees by verifying information contained in the application package, and that certain requirements are met before an offer of employment is extended.

POLICY

All candidates who are being considered for employment at Jacksonville State University (for full and part-time, temporary, and specific student assistant positions), will be subject to the University's pre-employment screenings before an official offer of employment is extended. At a minimum, these screenings will include a reference check, a criminal history check, and education and employment verification. Depending on the particular position sought, prospective employees may be required to undergo additional background screening including, without limitation: license verification, creditworthiness, drug test, and more In-depth criminal background checks which may include fingerprinting. In addition to prospective employees, pre-employment screening will be performed on current employees moving from one position to another within the University only if the employee has not undergone such screening in the preceding twelve (12) months.

The University shall conduct creditworthiness checks on all prospective employees for positions that are responsible for handling money, and reserves the right to facilitate such checks for all employees who have financial duties. In addition, the University shall also conduct creditworthiness checks on current employees moving into positions handling money or having financial duties (e.g. controllers, financial services, etc.), only if the employee has not undergone such screening within the proceeding twelve (12) months.

Pre-employment screenings provide the University with critical information in making the best

and most informed hiring decisions. Therefore, all pre-employment screenings will be conducted in accordance with all applicable federal and state laws. The University shall review the results of all pre-employment screenings and shall make a final determination regarding suitability for employment.

Components of the pre-employment screening include:

1. Creditworthiness Checks

- The University shall conduct creditworthiness checks on all prospective employees for positions that are responsible for handling money or having financial duties; the University shall also conduct creditworthiness checks on current employees moving into positions handling money or having financial duties, e.g. controllers, financial services, etc.

2. Criminal History Checks

- The University shall conduct criminal history checks on all prospective employees who are final applicants for open positions;
- The University shall conduct criminal history checks on current employees who are final applicants for promotional or transfer opportunities to positions where criminal history checks are required by law;
- The University will utilize the services of an external investigative firm to conduct more in-depth criminal checks, which may include fingerprinting, for the following positions, including, without limitation: law enforcement personnel, individuals handling cash or managing cash transactions, all financial services positions, individuals who will have unrestricted access to master keys, information technology positions, individuals who will work or volunteer with minors, or individuals working in the University's residence halls, and employees of the Athletic Department who travel with students to events.

3. Driver's License Checks

- The University shall conduct driver's license checks on all prospective employees or current employees who will be assigned to drive a University/State vehicle.

4. Drug Testing

- The University shall conduct drug testing on all prospective employees for law enforcement positions and positions that specifically state this as a condition of employment in the job description, job posting, or offer letter.

5. Education Verification

- The University shall conduct educational verification checks of all prospective candidates for positions requiring a degree.

6. Employment Verification

- The University shall conduct employer verifications for all prospective employees to confirm the candidate's employment history. Employment verifications can confirm start and end dates, job titles held, salary, job duties, and reason for termination, and in some cases rehire eligibility.

7. Professional License Verification

- The University shall conduct license verification checks on all prospective employees and current employees who will be assigned to positions where a professional license may be required.

8. Reference Checks

- The University shall conduct reference checks on all prospective employees and on current employees hired into a different role within the University.

- For current employees moving from one position to another, the hiring authority is encouraged to review the employee's personnel file.

RESPONSIBILITY

The Vice President for Finance and Administration is responsible for this policy.

EVALUATION

The policy will be evaluated on an annual basis by the Chief Human Resources Officer.