



Office of Human Resources

Policy Memorandum 13

Date: July 11, 2013

Background Check Required for All New Hires

In accordance with LCTCS, Nunez Community College requires a pre-employment background check, to include criminal history, through the St. Bernard Sheriff's Department for any faculty, staff, or administrative employee hired after July 1, 2013. This includes any classified, unclassified, full, and part time employees, but does **not** include student workers.

From the date that this policy is adopted by the Chancellor's Cabinet, a notice will be made in all vacancy announcements that a background check is a condition of employment. All candidates who are offered a position must sign a release to authorize the background check and must complete the background with the St. Bernard Sheriff's Department prior to the first day of employment. Background checks normally take 2-5 days.

Upon job offer, the candidate will be expected to return a signed authorization form within 2 days to Human Resources, who will forward this authorization to St. Bernard Sheriff's Department for processing. Any candidate who refuses to sign the authorization form will be removed from consideration for employment and any offer will be immediately withdrawn.

Employment is contingent upon a successful/favorable background check. In the event of an unfavorable background check, any offer made will be rescinded until the candidate has the opportunity to refute, explain, or correct the information. If there is no change in status within ten days, the offer will be withdrawn completely.

Alternatively, Nunez Community College may require a background check on all or any applicants prior to an offer of employment, but after interviews are conducted. Those candidates whose background checks are favorable will be allowed to advance to a second round of interviews or offered a position. In the event of an unfavorable check, a

determination may be made to allow the candidate to continue in the interviewing process.

When considering whether to employ or maintain an offer of employment, or to allow a candidate to move forward in the interviewing process, for an individual with an unfavorable background check, these factors will be assessed during the background investigation phase:

- Relevance of a criminal conviction to the posted job duties
- Date of the most recent offense
- Nature and number of convictions
- Relative threat to the security of Nunez Community College, its employees, and its students
- Accuracy of the information the candidate provided on the employment application
- Any other information deemed significant by the Office of Human Resources or the Chancellor's Cabinet

Only Human Resources or Chancellor Cabinet members may have access to specific information received from the background checks. Hiring supervisors will be generally informed if the results are favorable or unfavorable so that decisions can be made about hiring the individual, but no hiring supervisor will have access to specific information unless there is a nexus to the job. For example, a hiring manager in Business Affairs will be informed if a candidate for a job has an embezzlement conviction, or the dean of academic affairs will be informed if a candidate for a faculty position in CDYC has a conviction for child pornography.

The following, at a minimum, will be the screening process:

- National Crime Index Search—provides multi-jurisdictional information from multiple services, including parish records, State Department of Corrections, Sexual Offenders List, and Offices of Courts.
- Parish Criminal History Search—provides a criminal history of parishes and/or counties in which the applicant has worked, attended school, or resided within the last seven years. This check is for all felony, misdemeanor convictions, and related activity on record.
- Social Security Trace—determines all names and addresses that have been used by a given social security number for the past seven years. This measure prevents concealing of previous addresses for the purpose of concealing a criminal record.

All newly hired employees will be required to submit their fingerprints to the State Department of Corrections. Each new employee will be escorted by a Nunez Community College police officer to the appropriate parish department for this requirement.