Area: Human Resources

Policy Name: Background Check

Policy Statement: Salina Area Technical College is committed to protecting the security, safety, and health of employees, students, and others, safeguarding the assets and resources of the College, and assuring individuals in responsible positions are worthy of the trust they are given. Therefore, Salina Area Technical College has adopted this policy requiring Employment Background Checks.

Information regarding conviction record will not necessarily bar an applicant from employment; individual circumstances will be considered relative to the job sought.

Procedures: 

Initiation
The Office of Human Resources will initiate Background Checks once the candidate has completed and signed an authorization. All background checks will be conducted in compliance with federal and state law. Information obtained through a background check will be kept separate from the regular personnel file and will be maintained in strict confidence.

Conditional Offer of Employment
The Background Check must be completed before employment begins, except as provided below.

The President may offer conditional employment pending receipt of the results of the background check required by Board policy or law. Any agreement for conditional employment shall specify that the employment is subject to withdrawal by the President, without further proceedings and without reference to any other law or contractual agreement, if the results of the background check are deemed to disqualify the applicant for the position (regardless if conditional employment began).

Results will be considered in the following manner:

If the Background Check reveals criminal records or other serious misconduct (other than minor traffic violations), the Office of Human Resources will consult with the President, and may consult with legal counsel.

In such cases, the Office of Human Resources, the President, and, if determined necessary, the division Vice President and/or direct supervisor shall make an initial determination as to whether the Background Check results would disqualify the candidate for the position.
The group’s consideration shall include, but not be limited to, the following factors:

a. Number of offenses or misconduct and the circumstances of each;
b. Length of time between the offense or misconduct and the application for employment;
c. Other employment history;
d. Evidence of applicant's rehabilitation efforts;
e. Severity of the offense or misconduct; and
f. The relevance of the offense or misconduct to the responsibilities of the position.

Failure to disclose criminal convictions requested during the interview process may result in disqualification for employment or termination of employment.

Disqualification of a candidate based on information discovered in the Background Check is not subject to grievance or appeal by the candidate.

The college will be responsible for all related costs associated with the Background Check.

Contact: Human Resources

Related Form(s): Authorization and Disclosure for Background Check

Adopted: September 22, 2014

Updated: