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**BACKGROUND CHECK POLICY**  
**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

**(Approved by the Board of Trustees, December 6, 2007)**

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Purpose

This policy facilitates a safe environment for members of the University community and helps protect the University's funds, property, and other assets.

Coverage

The background check policy applies to all candidates selected for vacant positions who are scheduled to assume their duties on or after January 1, 2008. All covered positions will be subject to criminal conviction and sex offender checks. For positions that handle financial assets or approve financial transactions on behalf of the University, a credit history check may also be required. Motor vehicle checks will be conducted for positions that include a valid driver's license requirement and/or operation of a State vehicle or motorized equipment as part of the position description.

A background check is also required for internal / current employees changing jobs at the University on or after January 1, 2008 due to a promotion, lateral transfer, reassignment, or demotion, if the person has not had a background check which is specific to the newly assumed position. For example, an existing employee who moves from a typical administrative office role to a position requiring the employee to operate a motorized vehicle would be subject to a DMV check. No background check is required in the case of an employee who accepts or is reappointed or promoted to a position that does not require a specific type of background check (such as a staff member's reappointment to the same position or a faculty member's promotion from one rank to another).

Full-time and part-time permanent, time-limited, probationary, trainee, and temporary positions, including regular and special faculty positions, EPA, SPA, and post-doctoral appointees are covered. The policy excludes undergraduate and graduate students whose work is incident to their primary role as a student and for who background verification is assessed through the

student admissions process. However, department heads are not precluded from requesting a background check on student employees if they are required to handle sensitive information, financial transactions or work with child care, etc. in their job duties.

### Offers of Employment

SPA, EPA non-faculty, Faculty (including Adjunct), Post-Doc employees:

An offer of employment may be extended to an applicant for a permanent or adjunct position and the individual may start work prior to the completion of the background check by the appropriate Human Resource Office (SPA – Human Resource Services; EPA – EPA Personnel Office). The offer of employment and/or continued employment is contingent on the receipt of a satisfactory background check.

Temporary Positions:

An offer of employment may be extended but must be contingent on receipt of a satisfactory background check. Temporary SPA employees are not allowed to start work until a satisfactory background check is completed and received.

### Results of Background Checks

A previous conviction will not automatically disqualify an applicant from consideration from employment with the University. Depending on a combination of any of the following factors, the candidate may still be eligible for employment:

- the role/nature of the job to be filled (duties, contact with others)
- the relevance of the criminal conduct to the job duties of the position
- the relevance between the crime, its seriousness, and future legal implications
- the date of the crime and age of the person when the crime was committed
- any information the candidate supplied about the circumstances surrounding the crime
- the sentence or sanction for the crime and compliance with the sanctions
- post-crime activities, work record, references
- rehabilitation record

- subsequent criminal activity
- professional and/or legal guidance regarding the criminal behavior and employment risks
- the truthfulness of the candidate in disclosing the conviction
- other related information

A discovery of falsification, including misrepresentation or failure to disclose relevant information as part of the recruitment process, will disqualify a candidate from employment and may subject a current employee to dismissal.

Negative information regarding DMV or credit checks will be reviewed for relevancy to the position the applicant or employee will be occupying before a final decision is made regarding eligibility for hire, promotion or transfer.

#### Confidentiality

Background check documentation will be accurate and complete. Information is confidential and all parties having access to this information will maintain it as confidential.