



# University of New Haven

## *Human Resources Policy / Procedure*

<b>Policy / Procedure Title</b>	<b>Applicability / Scope</b>	<b>Purpose</b>	<b>Effective Date</b>	<b>Responsible Party</b>	<b>Pages</b>
Background Checks (pre- and post-employment requirements)	All employees (including candidates for employment)	Guidelines related to background check requirements for pre- and post-employment practices	7/1/24	Vice President Human Resources & Organizational Development	3

The University requires applicants and employees to satisfactorily complete a background check. The University will consider the person's job duties, among other factors, in determining what constitutes satisfactory completion of a background check. All information obtained because of a background check will be used solely for employment purposes.

When the University uses a consumer reporting agency to obtain background check information or make an employment decision based on that information, the University complies with the relevant requirements of the Fair Credit Reporting Act (FCRA).

The University will comply with Connecticut's Clean Slate Law which prohibits employers from denying employment based on erased records. In general, many misdemeanors are eligible for erasure after seven years, while low-level felony convictions are eligible for erasure after 10 years. The University may consider any such records that have not been erased.

While there is no set time in which a background check may be completed (other than after an initial employment application), generally such checks may be performed after an offer of employment is made that is contingent upon satisfactory completion of a background check.

Offers of employment may also be made contingent upon :

- Review of sexual predator registry,
- Verification of previous employment including appropriate reference checking;
- Verification of education;
- Drivers' license validation (if applicable);
- Verification of the person's right to work in the United States, as demonstrated by completion of Form I-9 upon hire and submission of the acceptable documentation.

In some instances (for example, in senior-level roles or roles where a person’s financial history may be relevant to the intended job duties), the University may also include a credit check.

A background check will also be performed when there is a gap in employment at the University for more than six months, including for Adjuncts who have not been paid for more than six months.

Additionally, the University will conduct background checks in the following circumstances as it relates to staff, faculty, and non-employees’ travel with students:

<b>Group/Classification</b>	<b>Criteria</b>	<b>Timing</b>
<b>Volunteers</b>	<ul style="list-style-type: none"> <li>All volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Request must be made at least 2 weeks prior to the volunteer’s beginning the volunteer assignment</li> </ul>
<b>Staff / Faculty</b>	<ul style="list-style-type: none"> <li>Background check required for anyone hired prior to 1/1/2009 who will participate in student related travel which requires an overnight stay.</li> <li>If unfavorable results are received, the staff/faculty member will not be permitted to participate in the travel and appropriate follow-up action may be required.</li> </ul>	<ul style="list-style-type: none"> <li>Minimally 3 weeks before the travel is scheduled for domestic travel.</li> <li>Minimally 60 days before the travel is scheduled for international travel</li> </ul>
<b>Staff/Faculty Members’ Partners/Significant Others</b>	<ul style="list-style-type: none"> <li>Background check required for those 18 years of age or older who will travel with a Faculty/Staff member and participate in student related travel which requires an overnight stay.</li> <li>If unfavorable results are received, the individual will not be permitted to participate in the travel.</li> </ul>	<ul style="list-style-type: none"> <li>Minimally 3 weeks before the travel is scheduled for domestic travel.</li> <li>Minimally 6 weeks before the travel is scheduled for international travel</li> </ul>
<b>Staff/Faculty</b>	<ul style="list-style-type: none"> <li>Background check required to work in camp related activities with minors.</li> </ul>	<ul style="list-style-type: none"> <li>Process is done by the State of Connecticut and is mandatory regardless of hire date and/or how recent their background check was done through UNH.</li> <li>Should be requested as soon as possible and minimally 1 month prior to the beginning of camp.</li> </ul>

Background checks that are conducted by a consumer reporting agency will be handled by UNH through Human Resources. Background checks for those organizations who currently do business with UNH on campus, but are not UNH employees, will be managed by their respective employer (i.e., Sodexo).

The University's travel policy should be consulted for additional information. That policy can be located [here](#).

NOTE: The process for reviewing criminal results requires the Review Board's discussion, resolution, and decision. This Review Board is currently comprised of a cross-section of UNH leaders who are not directly involved in the hiring process. If the background check reveals a conviction or discrepancy relevant to the position, the candidate's extended offer of employment may, after consideration by the independent Board, be rescinded for that position.