PROCEDURE

TITLE:	**Employment Background Checks on New Employees**
NUMBER	**735 (formerly 402)**
APPROVED BY	**President**
Date	**02/14/2012**

EMPLOYMENT

Whatcom Community College will conduct criminal history checks in accordance with RCW 10.97.050 (the Criminal Records Privacy Act). In addition, education qualifications or degrees will be verified by official transcripts or other verification process on all faculty positions requiring specific education/degree. Exempt and classified positions requiring, or giving preference to candidates with educational qualifications/degrees will be verified. Criminal or educational background checks will not be conducted on all positions, but only for those applicants who have been selected as semi-finalists for position recruitments.

It is the intent of the College to comply with RCW 10.97.050 for all newly recruited employees, in each employment category, faculty, administrative, exempt and professional or classified, or any part-time employee or volunteer in a position where there is a heightened risk for fraud or theft in positions with financial oversight, cash and receivable responsibilities, access to personal identity information on employees or students, and positions in information technology, maintenance, custodial services, and security. Background checks will be completed on semi-final applicants for all positions, as well as the identified part-time and volunteer positions.

Personnel requisitions will include a request for background checks in compliance with the criminal or educational background check guidelines in this procedure. Requests for background checks beyond the scope of this procedure require written justification.

Position announcements for positions requiring a background check will include information about the criminal background and/or educational verifications requirements. Applicants will be required to complete a background check release form and will be given an opportunity to disclose criminal history on the employment application. The background check will only be initiated at the point semi-finalist candidates have been identified by the selection review committee. Criminal history checks will be conducted by Human Resource staff or designee. Notification of background check results will be provided to the selection review committee chair prior to the submission of the semi-finalist candidates' names to the President for final selection. .. No negative employment decisions will be made as a result of criminal or educational background check without discussion with the Human Resources Director.

Positions filled outside of the recruitment process shall comply with the background check procedure (adjunct faculty, part-time hourly and volunteer positions). Supervisors or hiring officials will have potential employees complete a background check release form at the time a tentative offer is made. Signed background check release forms will be forwarded to the Human Resource office for follow-up.