

Mount Vernon Nazarene University

Employment/Volunteer Background Check Policy October 2006

Overview:

Mount Vernon Nazarene University is committed to ensuring the safety and well-being of all faculty, staff, students, and visitors and maintaining its institutional credibility. In an effort to uphold a safe work and learning environment, the University will obtain authorizations and conduct background checks on candidates for all positions as a condition of their employment with Mount Vernon Nazarene University. Limited background checks, as authorized by the supervising vice president, will also be completed on selected volunteer positions where student or child safety and security is concerned. For all academic positions, MVNU will conduct educational credential checks in addition to criminal background checks. Background checks may be required for other strategic currently employed positions if deemed necessary for MVNU insurance providers. In general, background checks include, but are not limited to, social security verifications, criminal convictions (as defined below), driving records, credit checks for appropriate positions, educational credentials, and employment verification for certain financial and leadership positions.

Process:

- All MVNU employment applications will provide a notice that completion of a successful background check is required as a condition of employment.
- MVNU Human Resources will supply a disclosure and consent form to the candidate at the time of the conditional job offer.
- Background checks will be conducted by a contracted authorized agency under the direction of the MVNU Human Resources department.
- The University will pay the cost of the background check.
- The applicant shall not begin employment or volunteer work before the results of the background check are known.
- Individuals who refuse to consent to the background check shall not be considered for employment or volunteer work.

Criminal Record:

Candidates whose criminal record reflects a conviction for any of the following offenses shall be considered as having a negative result.

- Crimes against an individual's property – this includes, but is not limited to, crimes such as burglary, breaking and entering, theft, embezzlement or other “white collar” crimes.
- Crimes against an individual's person – this includes, but is not limited to violent crimes such as murder, rape, assault, robbery, stalking, sexual offenses or any crimes against a child.

- Any drug-related offense
- Any weapons-related offense
- Other criminal convictions deemed to have an impact on the position sought.

Negative Result

A negative result of a background check includes, but is not limited to, a criminal conviction of the nature described above, inappropriate use of an invalid social security number, false educational credentials, false employment records, or any other criminal convictions that may have a negative impact on the job sought.

Course of Action:

Upon receipt of a negative result or other significant information, the Background Review Committee (Vice President of Academic Affairs/Academic Dean, Vice President of Finance and Management, Director of Human Resources) will review the nature of the negative result and make appropriate recommendations. If the committee recommends not hiring the applicant or utilizing the volunteer, based on the information received from the background check, the applicant/volunteer will receive an Adverse Action Notification explaining the results of the background investigations and a copy of the results of the background check. The candidate will receive appropriate notification under the Fair Credit Reporting Act, and a copy of their rights under the Act. After providing this information to the applicant, MVNU must wait 7 business days before actually taking the adverse action. This additional time allow the applicant to identify any inconsistencies or inaccuracies in the reports.

Mount Vernon Nazarene University is an equal opportunity employer and the above practices are to ensure a safe and productive work and learning environment.