

Vice Chancellor, Business and Finance Date

Background Check Procedures	
Purpose	
1.1	Background checks serve as an important part of the selection process at the University of Nebraska Medical Center (UNMC). Background checks provide additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of the people, property, and information of UNMC.
Scope	
2.1	The UNMC Background Check procedures are applicable to all UNMC Staff, Faculty, Volunteer and Temporary positions.
Basis of the Procedures	
3.1	Federal/state law, UNMC Policy No. 1010 Background Check Policy and UNMC Policy No. 6075, Academic Personnel Records and administrative practices within UNMC.
Authorities and Administration	
4.1	Human Resources, Strategic Staffing and Compensation, is responsible for all aspects of the background check process for employees.
Policy	
5.1	<p>Statement of General Policy: All applicants being hired or rehired into a regular or temporary position at UNMC are required to successfully complete a pre-employment background check prior to starting work. A background check is only completed after an applicant has accepted the conditional offer of employment. Current UNMC students and those admitted into the UNMC-sponsored Summer Undergraduate Research Program (SURP) are exempted from the policy.</p> <p>If a current UNMC regular or temporary employee transfers to a new position, a background check is required.</p> <p>If an academic hire is dually employed with UNMC and Nebraska Medicine, Nebraska Medicine will process the background check and notify UNMC Human Resources accordingly.</p> <p>A background check must also be completed for Non-Faculty Volunteers including Visiting Research Associates and other visitors prior to the start of their appointment. Current regular or temporary employees transitioning to a Non Faculty Volunteer position are required to complete a background check prior to the start of their appointment. For Faculty Volunteers a background check is not required.</p>

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<p>5.2</p>	<p>Components of Check: UNMC will utilize a third party agency to conduct the background check. The type of information that can be collected by this agency includes, but is not limited to, that pertaining to an individual's past employment, education, character, finances, reputation, criminal and credit history, etc. Following are the standard checks that will be performed:</p> <p><u>Basic (for all new hires)</u></p> <ul style="list-style-type: none"> • Criminal search • Sexual Offender/Predator Registry • U.S. Gov. Terrorist List Search • Maiden/AKA Name Search • Sanction Check <p><u>Trustworthy & Reliable (for positions with access to nuclear irradiators)</u></p> <ul style="list-style-type: none"> • Includes basic search plus the following: • Fingerprint FBI criminal history check • Employment verification (2 most recent) • Education verification (highest completed) • Personal references minimum of 2 professional references. (recent supervisors) <p>Credit Checks will be utilized for positions with regular cashiering responsibilities, or that have been deemed to have a high level of access to university accounts. A position utilizing a purchasing card that is reconciled on a regular basis is not required to have a credit check. Departments with questions should contact their Compensation Consultant for help in determining whether a credit check is necessary for a given position.</p> <p>Child and Adult Abuse Registry checks must be performed for positions requiring physical access to and/or in person contact with patients, children under the age of 18 and/or vulnerable adults. Motor vehicle history checks will be performed for any position that requires operation of a motor vehicle.</p> <p>Depending on the specific duties of the position other checks may be done based on business necessity or legal requirements.</p>
<p>5.2.1</p>	<p>Processing Background Checks: When a position is offered and accepted by an applicant, the individual selected for Hire/Rehire must be informed:</p> <ul style="list-style-type: none"> • To expect an email(s) from OneSource, the Background Check Company to initiate the background check process; and • to complete in detail all the information requested in the OneSource online form. <p>The following may result in revocation of a University job offer or discharged, if hired, regardless of when discovered. :</p> <ul style="list-style-type: none"> • Non-disclosure of misdemeanor and/or felony convictions • Any omission of facts or misrepresentation <p>For further information including instructions to provide those requiring a background check and turnaround time, please refer to: NU Values Background Checking</p>

	<p>NON-FACULTY VOLUNTEER and TEMPORARY Positions In order to have the required background check process generated, a requisition will need to be completed in PeopleAdmin (jobs.unmc.edu/hr). The department may refer to the Quick Steps - Creating a Non-Faculty Volunteer & Temporary Requisition for this process, where posting is not required.</p> <p>STAFF and FACULTY Positions In PeopleAdmin (jobs.unmc.edu/hr), the hiring department changes the status of the selected applicant to: “Interviewed – SEL HIRE/Begin Background Check”</p> <p>For all position types, a PeopleAdmin system generated email will be sent to One Source requesting the background check. Upon receiving the request, One Source will send an email to the new hire containing a user name and password for him/her to access the One Source secure website and complete a short on-line information and authorization form. If an applicant is selected in error, please notify HR Staffing immediately at 402-559-4071 or 402-559-4101.</p> <p>Once the background check has been requested, the process will be the same for both Staff and Faculty employment types. One Source will perform the check and deliver the results to HR - Staffing. The hiring department is then notified via email from Jobs@ that the report is clear, or via phone call from HR - Staffing if a record was found and needs to be addressed. If the background check results in a decision to rescind an employment offer, HR - Staffing will ensure adverse action notifications are communicated to the applicant. The hiring department and HR - Staffing should coordinate regarding additional communication to the applicant if needed.</p> <p>Please note if an applicant does not have access to email paper forms are available in Staffing and you may contact a staffing representative at 402-559-4070.</p> <p>If you have questions, or need information regarding processing a trustworthy and reliable (T&R) background check, please call 402-559-4101.</p>
5.3	<p>Compliance: Background checks will be performed in compliance with the Fair Credit Reporting Act. This information will not be used as a basis for denying employment unless the information indicates the applicant is not suitable for the position.</p>
5.4	<p>Evaluation of Background Checks: A criminal conviction does not automatically disqualify a hired/rehired applicant from consideration for employment with UNMC. The following items will be considered when evaluating the criminal conviction and a final decision made on case by case basis:</p> <ul style="list-style-type: none"> • Nature and gravity of the criminal offense • Nature of the duties and responsibilities of the position • Pattern of other related criminal convictions • Age of the applicant when the criminal offense occurred • Time since the criminal conviction and/or completion of the sentence • The applicant’s record of performance and behavior on other jobs. • Disclosure/Non-Disclosure of misdemeanor/felony convictions at the time of request.



Campus Policy
 Background Check Procedures
 Policy #: 1010
 Effective Date: August 1, 2008
 Revised Date: 10/08/13
 Reviewed Date: 10/08/13; 08/15/15; 11/18/15

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5.5	<p>Employee Responsibility: Employees have an ongoing responsibility during their employment to notify Human Resources Staffing of any work related misdemeanor/felony criminal convictions within seven (7) days of conviction.</p>
5.6	<p>Recordkeeping: All information obtained from the background check process will only be used as part of the employment process and will be kept confidential.</p>
<p>Notice of Non-Discrimination</p>	
6.1	<p>Please review UNMC's Notice of Non-Discrimination regarding the University of Nebraska Medical Center's commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.</p>
<p>For additional information, contact UNMC HR - Staffing at 402-559-5906.</p>	