

## Background Check Procedures

### Purpose

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| 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. |
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### Scope

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| 2.1 | The UNMC Background Check procedures are applicable to all UNMC Staff, Faculty, Non-Faculty Volunteers and Temporary (includes student workers) positions. |
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### Basis of the Procedures

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| 3.1 | Federal/state law, Background Check Policy 1010, Faculty Personnel Records Policy 6075, and administrative practices within UNMC. |
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### Authorities and Administration

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| 4.1 | Human Resources, Staffing is responsible for all aspects of the background check process for employees. |
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### Policy

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| 5.1 | <p><b>Statement of General Policy:</b></p> <p>All applicants hired or rehired into a regular or temporary (includes student workers) 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. Students admitted into the UNMC-sponsored Summer Undergraduate Research Program are exempted from the policy.</p> <p>If a current UNMC regular or temporary (includes student workers) 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 Staffing 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 (includes student workers) 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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5.2	<p><b>Components of Check:</b></p> <p>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, rehires, temporary employees (includes student worker), transfers and Non-Faculty Volunteers):</u></p> <ul style="list-style-type: none"> <li>• Criminal search</li> <li>• Sexual Offender/Predator Registry</li> <li>• U.S. Gov. Terrorist List Search</li> <li>• Maiden/AKA Name Search</li> <li>• Sanction Check</li> </ul> <p><u>Trustworthy &amp; Reliable (for positions with access to nuclear irradiators)</u></p> <ul style="list-style-type: none"> <li>• Includes basic search plus the following:</li> <li>• Fingerprint FBI criminal history check</li> <li>• Employment verification (must include each employer during the most recent 7 years or since the applicant's 18<sup>th</sup> birthday, whichever is shorter)</li> <li>• Education verification (highest completed)</li> <li>• Personal references minimum of 2 professional references. (recent supervisors)</li> </ul> <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 completed based on business necessity or legal requirements.</p>
5.2.1	<p><b>Processing Background Checks:</b></p> <p>When a position is offered and accepted by an applicant, the individual selected for Hire/Rehire/Transfer/Non-Faculty Volunteer must be informed:</p> <ul style="list-style-type: none"> <li>• To expect an email(s) from OneSource, the Background Check Company to initiate the background check process; and</li> <li>• to complete in detail all the information requested in the OneSource online form.</li> </ul> <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"> <li>• Non-disclosure of misdemeanor and/or felony convictions</li> <li>• Any omission of facts or misrepresentation</li> </ul> <p>For further information including instructions to provide those requiring a background check and turnaround time, please refer to: <a href="#">NU Values Background Checking</a></p>

	<p><b>NON-FACULTY VOLUNTEER and TEMPORARY Positions:</b></p> <p>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 <a href="#">Quick Steps - Creating a Non-Faculty Volunteer &amp; Temporary Requisition</a> for this process, where posting is not required.</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 username 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 402.559.4101 or 402.559.5906.</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>If you have questions or need information regarding processing a trustworthy and reliable (T&amp;R) background check, please call 402.559.4101 or 402.559.5906.</p>
5.3	<p><b>Compliance:</b></p> <p>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><b>Evaluation of Background Checks:</b></p> <p>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"> <li>• Nature and gravity of the criminal offense</li> <li>• Nature of the duties and responsibilities of the position</li> <li>• Pattern of other related criminal convictions</li> <li>• Age of the applicant when the criminal offense occurred</li> <li>• Time since the criminal conviction and/or completion of the sentence</li> <li>• The applicant's record of performance and behavior on other jobs.</li> <li>• Disclosure/Non-Disclosure of misdemeanor/felony convictions at the time of request.</li> </ul> <p>If the criminal history check reveals convictions which the applicant failed to disclose on the application, the offer of employment will normally be withdrawn, unless the individual shows that the report is in error.</p>
5.5	<p><b>Employee Responsibility:</b></p> <p>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>

Vice Chancellor, Business and Finance      Date

5.6	<b>Recordkeeping:</b> All information obtained from the background check process will only be used as part of the employment process and will be kept confidential.
<b>Notice of Non-Discrimination</b>	
6.1	Please review UNMC's <a href="#">Notice of Non-Discrimination</a> regarding the University of Nebraska Medical Center's commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.
For additional information, contact HR - Staffing at 402.559.5906.	