



Title: Background Checks for All New Employees

Effective Date: 04-25-2019

Last Revision Date: Feb 2019

Cancellation:

Department/Office: Human Resources

Background Checks for All New Employees

PURPOSE

This policy establishes a practice of pre-employment background checks for all new employees of Nunez Community College. This policy is consistent with the LCTCS Board's commitment to providing the highest level of quality education.

SCOPE

This policy covers all newly hired employees and returning employees who have been out of the system for more than one year

POLICY

With this policy, Nunez establishes a practice of pre-employment background checks for all new employees of Louisiana's Community and Technical Colleges. This policy is consistent with the Board's commitment to provide the highest level of quality education and training and to ensure the safety of students, staff, visitors and property of community and technical colleges.

Nunez shall develop a pre-employment background check policy for all new faculty and staff, including classified staff, unclassified staff and all full time, part time and temporary faculty and staff.



GUIDELINES


- At a minimum, Nunez will require criminal background checks of all new employees as defined above.
- Policies must specify that all applicants are notified that employment is conditional upon background checks and the type of background check required.
- Nunez will obtain the prospective employee’s signature consent for a pre-employment background record search.
- All policies will require searches through an appropriate law enforcement agency, reporting agency or third party vendor at the entity’s expense.
- Nunez must provide final background check policies to the LCTCS Office of the Senior Vice President for Finance and Administration.

X	Reviewing Council/Entity	Review Date	Effective Date
X	Human Resources	Nov 2018	04-25-2019
X	College Compliance Committee	02-20-2019	04-25-2019
X	Chancellor’s Council	04-25-2019	04-25-2019

Policy Referenced: LCTCS Policy # 6.036

Distribution: Distributed Electronically via College’s Internet

Chancellor’s Signature/Approval

SIGNATURE: 

 Tina M. Tinney, Ed.D.
 Chancellor

DATE: 04-25-2019