

Background Checks

Independence Community College is committed to providing a safe and secure environment for students, faculty, classified staff, athletics staff and visitors as well as safeguarding the assets and resources of the College.

Policy

ICC conducts background checks on individuals who have received a contingent offer of employment and if necessary, on all current employees. Background checks are intended to identify those individuals who are legally disqualified from employment in certain positions, and/or whose presence in the workplace creates an unacceptable risk to ICC; as well as those who misrepresent their education, qualifications or work experience.

All background checks will comply with Fair Credit Reporting Act.

The background check will be completed, and the finalist must be cleared by Human Resources before starting employment at the College. Applicants are not permitted to begin working until the background check clearance is issued by HR, unless an exception is approved in writing and in advance by the Vice President of Human Resources.

Scope

New Contract employees; faculty; classified staff; athletic staff; volunteers in full-time; part-time; temporary or seasonal positions.

Rehired contract employees; faculty; classified staff; athletic staff and volunteers in full-time; part-time; temporary or seasonal positions. Rehired is defined as having a break in service of six months or longer.

Student hourly positions will be subject to a State of Kansas sexual offender registry check prior to hire. However, full background checks may be conducted for student hourly positions at the discretion of Human Resources.

Student hourly positions that include working with non-ICC-student minors are required to have a full background check. Such positions include, but are not limited to, tutors in public schools and summer camp counselors.

Current employees whose position changes as a result of a transfer, promotion, or reclassification may be required to undergo a background check, including if one was not conducted when initially hired or if a new background check is needed because of the nature of the position.

Background Checks

A background check may consist of a criminal record search; 50-state sex offender registry; social security number verification; education verification of academic credentials; and previous employment verifications.

Some applicants will also be required to undergo, motor vehicle, fingerprinting, or an unscored credit check depending on the nature of the position. Applicants for such positions will be notified of this requirement when an offer of employment is made.

Use of Background Information

The College will conduct an individualized assessment of the final candidate's background results considering, but not limited to:

- the nature of the position for which the person is applying or in which the person is employed;
- the nature and seriousness of the conduct;
- the circumstances surrounding the conduct;
- the recency of the conduct; and
- the absence or presence of rehabilitation or efforts toward rehabilitation

A relevant job-related conviction or guilty plea is grounds for termination of employment or non-selection of the final candidate.

Any information that is falsely reported or omitted by an applicant or an employee, may be cause for withdrawal of an offer of employment, promotion or transfer and/or constitute cause for termination of employment and disqualification of future hire.

Disclosure Requirements

Applicants

Final candidates for employment who plead guilty to or are convicted of a criminal violation or who are excluded or debarred after they have applied should contact Human Resources within a reasonable amount of time, not to exceed five (5) days, of the conviction or guilty plea.

Employees

Current employees of ICC must notify Human Resources within a reasonable amount of time, not to exceed five (5) days, of a conviction or guilty plea to a criminal violation or becoming excluded or debarred.

Current employees of ICC who are required to maintain a valid and clear driving record must notify the Human Resources within a reasonable period of time, not to exceed five (5) days, if their driving privileges are suspended or revoked. **At no time shall employees drive on official College business if their license has been suspended or revoked.**

Failure to promptly report such convictions may lead to disciplinary action up to and including termination of employment.

Appeals

If individuals challenge the information contained in the background check with the screening agency, ICC is not required to hold the position open until the Appeal process is completed.

Revised: 03/01/2021