

*University of Louisiana at Lafayette
Criminal Background Check
Policy for Classified Employees*

Purpose

The purpose of this policy is to provide guidelines for the implementation of criminal background checks for all classified staff. Criminal and employment history checks will be conducted as part of the hiring process and are intended to create and sustain a safe environment for all members of the university community.

Introduction

The University of Louisiana at Lafayette will conduct criminal and employment background checks through Background Information Services (BIS) on final applicants for all classified staff positions.

A final applicant is defined as the top candidate for a position as determined by the department head, who requests that the job be offered to that applicant contingent upon a satisfactory background check report.

Procedure

The department head will submit a letter to the Director of Human Resources requesting to hire the final applicant. Attached to the letter will be the final applicant's completed "Background Check Authorization Form" and Civil Service application. Any final applicant who refuses to provide a signed authorization form will be ineligible for consideration for the advertised position sought.

Human Resources will initiate the background check. Background checks typically take three (3) to five (5) business days.

Human Resources will notify the department head of the results of the background check.

If the results are favorable, Human Resources will make the job offer.

If the results are unfavorable, the department head will consider whether to employ the individual by considering several factors, including the relevance of the criminal conviction to the posted job duties; the date of the most recent offense; the nature and number of convictions; the relative threat to the security of the University or its employees and students; and the accuracy of the information the individual provided on the employment application and/or in the recruitment process.

A final applicant with unfavorable results will be contacted by Human Resources.

The University may refuse to hire a final applicant who has made false representation of material facts or omitted factual information in the employment process.

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Cost and Billing

Human Resources will charge the requesting department for the cost of the background check. Minimum costs are as follows:

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| 1) Address Search (Address Only) | \$4.00 |
| 2) County/Parish Criminal Search | \$9.00/per county or parish |
| 3) National Crime Index | <u>\$6.00</u> |
| | \$19.00 |

Revised January 2010