

02.06.00 BACKGROUND CHECK

Division: **College Employees**

Adopted: **11/2009**

Revised: **10/2018, 11/2022**

Reviewed:

Comprehensive background checks are conducted as a means of promoting a safe and efficient work environment. They are also a key component in Joliet Junior College's commitment to hire qualified individuals to fill positions, which contributes to the overall strategic success of Joliet Junior College (JJC). JJC will follow the Illinois Campus Safety Security Enhancement Act [110 ILCS 12/1 et seq. requiring background checks for specific security sensitive positions.

This Policy shall apply to:

1. Applicants, including internal and external candidates who are under final consideration for employment, transfer, lateral moves, promotions or other voluntary moves with JJC, following normal screening and selection processes;
2. Current employees in safety and security sensitive positions, conducted on an as-needed basis;
3. Employees entitled to or seeking reinstatement to active status if inactive for more than ninety (90) days.

A background check may consist of one or more of the following to the extent permitted by applicable law:

Employment History Verification. Shall seek to cover at least the last seven (7) years of a candidate's employment history and shall validate dates of employment, termination(s) or resignation(s), job title(s) and/or position(s) held and rehire eligibility. Shall be conducted on all new candidates and any candidate with a break in employment from JJC (such as a rehire) to the extent a verification of employment was not previously performed;

Post-Secondary Educational Verification. Shall provide confirmation of the institution attended, courses taken or degree(s) earned, dates of graduation, and major and minor course of study. Shall be conducted on all new candidates and any candidate with a break in employment or a current employee under consideration for a promotion or transfer to the extent such a verification was not previously performed;

Credit History Check. A credit history shall confirm an applicant's name and Social Security number, current and former addresses, number of accounts opened, number of accounts in both good and negative credit status, payment history, opening balance or credit limit, current balance owed and/or past due, charge off, repossession and extended debt. A Credit History Check shall be conducted on an as-needed basis, as determined by the hiring department in conjunction with Human Resources, for the position in which a stable credit history is a requirement of the position, such as where one position is privy to or responsible for the confidential employee information, sensitive JJC information, or JJC revenue;

Professional Credentials Check: Includes a license or certificate verification (technical, engineering, law, nursing, accounting, etc.), as appropriate;

Department of Motor Vehicle Check. Includes driving record and commercial driver's license abstracts for certain applicants and employees, such as auto mechanics, management, police officers, and other employees who are authorized to drive JJC automobiles and/or vans; or

Criminal Background Check. Includes a check of criminal history, which may include a Multi-State Criminal search, Multi-State Sex Offender search, Civil Court files records check, finger print check, National Social Security search and Government Watch List/Patriot Act search, among others, to the extent permitted by law. Shall be conducted on all new and rehire applicants who are under final consideration for employment with JJC; on current employees under consideration for a transfer, promotion, or reclassification, and on employees currently in safety and security sensitive positions on an as-needed basis; and on employees rehired, or eligible for seeking reinstatement to active employment after any break in active employment due to, but not limited to layoff, illness, leave of absence, or termination for ninety (90) days or more.

In accordance with Board Policy 02.01.13 Equal Opportunity in Employment and Education and the Illinois Human Rights Act [775 ILCS 5/2-103.1], the College will not use a conviction record, as defined by Section 1-103(G-5) of the Act, as a basis to refuse to hire, to segregate, or to act with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges or conditions of employment, unless otherwise allowed by law. The review procedures and notification processes are outlined in Institutional Procedure 02.01.13.01 Employment Decisions and Conviction Records, which is available on the portal or upon request from the Office of Human Resources.

A list of safety and security sensitive positions shall be identified and reviewed from time to time by the Chief Human Resources Officer or designee.

Related Institutional Procedures:

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