

Title: Background Checks	Number: 6.7	Page 1 of 1
	Related Procedure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Citation (if Applicable) Fair Credit Reporting Act (FCRA)	Board Approval/Revision: 18 June 2014 Revised 02 September 2015 Revised 01 September 2016	

Background checks are conducted for all applicable volunteers and employees (full time, part time, adjunct, and work study) hired, rehired (after effective date of policy), reclassified, transferred, appointed, or promoted into security and/or financially sensitive positions as defined herein.

The College conducts all background checks in compliance with applicable legal requirements.

The Human Resources Department determines and maintains a list of the types of checks that are required of the specified security-sensitive positions based on the responsibility of the position.

Background checks must be completed prior to the commencement of any work for the college.