

Undergraduate Student Employee Criminal Background Check Policy & Procedures

Supervisors and Hiring Managers can use this policy to determine if an undergraduate student employee will be required to complete and pass a criminal background check (CBC) as part of their new hire onboarding process with Human Resources. Additionally, managers can use these procedures to understand responsibilities during the background screening process.

Background

Pacific strives to offer a safe educational environment for all students, faculty, and staff in support of its educational mission. In support of that goal, this policy sets forth the process for conducting undergraduate student employee criminal background checks (CBCs). As of 03/13/2018, Human Resources determined that undergraduate students working in standard administrative or clerical roles on Pacific's campuses are not required to complete a background check as part of their hiring process unless they are working in an environment with minors or off campus.

Practice

Human Resources and hiring departments have identified certain undergraduate student employment positions, which will still require background checks as a condition of employment. CBCs are still required for student employee jobs in which the employee will be working off campus or with children under 18 years old in environments such as tutoring or camps. If hiring departments currently implement independent background/fingerprint checks for student employees as part of their onboarding, Human Resources supports that practice and this policy will not affect these departments.

Do not allow student employees who apply for a position in which a background check is required to begin employment until a CBC is completed.

Note: If the hiring department is unclear if the position requires a CBC, the hiring manager can confirm with a HR representative before posting the position on Pacific's Tiger Jobs website.

Procedure

An ESR background screening form will be completed and submitted to the Human Resources Department at the time the student employees completes other new hire paperwork to become authorized to work on campus. Once the student employee clears the CBC, Human Resources will notify the identified supervisor via email. If the hiring department is unclear if the position requires a background check, the hiring manager can confirm with a HR representative **before the positing the position** on Pacific's Tiger Jobs website.

Note: Foreign nationals who come to the university directly from residence outside of the US are not required to undergo a criminal background check as they have obtained necessary background clearances through the Department of Homeland Security. However, if they have been living in the US for at one year, a criminal background check is required.

Hiring Department Responsibility

Hiring departments are responsible for determining if a background check is required for the student position and ensuring they receive confirmation of a cleared background from Human Resources.

Note: If a student employee completed a CBC previously through Human Resources, the hiring department may verify by contact Human Resources via email at Stk_Human_Resources@pacific.edu

Student Employee Responsibility

Complete New hire and ESR background screening paperwork with Human Resources after the department has offered a position.

Note: The Criminal History section includes all misdemeanor and felony charges on record and/or any pending felony charges. A yes response will **not** automatically disqualify an individual from consideration.

Human Resources Responsibility

Initiates the criminal background check once student completes the ESR background request form and reviews CBC results and assesses eligibility. The assessment of a candidate's criminal history will take into account:

- The nature and gravity of any criminal offense(s); The individual's age at the time of the offense(s); The quantity and type of offense (felony, misdemeanor, traffic violations, etc.); The sentence or sanction for the offense and compliance with the sanction(s); The amount of time that has passed since the offense and/or completion of the sentence(s); Whether there is a pattern of offenses; Whether the offense arose in connection with the applicant's prior employment; Information supplied by the applicant about the offense(s); Work record and references after the offense(s); Subsequent criminal activity; and Truthfulness of the applicant in disclosing the offense(s).

Notifies individuals who do not have satisfactory CBC results and provides opportunity for explanation/clarification before making a final decision regarding eligibility. If individuals are ineligible, HR sends a formal decision letter to the address provided on the authorization form.

- Human Resources will evaluate the relevancy of the applicant's criminal history to the position the candidate is seeking. Human Resources may also seek advice and guidance from other university offices, such as Public Safety and General Counsel.

Overview

Steps	Procedure
1. Determine if student position requires a criminal background check	If unsure contact HR for guidance, review practice and identified positions above
2. Offer position to student employee, have them complete new hire paperwork with Human Resources including a ESR background screening form	Inform student that they will need to complete and pass a CBC in order to be authorized to work in this position on campus
3. Wait for background clearance notification from Human Resources via email	Do not allow student employee to work until CBC has been cleared

