



**Policy Title:** HR5002 - Background Checks

**Subject Area:** Human Resources

**Responsible Official(s):** Executive Vice President and Chief Operating and Financial Officer

**Responsible Office(s):** Human Resources

## Policy Statement

Background checks are conducted to support workplace safety and security by ensuring applicant backgrounds are suitable for the position being considered.

## Definitions

**Background Check** – A search of federal, state and/or municipal jurisdictions for criminal convictions, national sex offender registration and driver’s license history.

**Job Candidate** – Individual being considered for employment who has never worked, or who has never completed a background check process, for the University of Memphis.

**Grandfathered Employee** – An individual who currently works for the University of Memphis but who was employed in their current position prior to the background check process being implemented and has never been background checked by the University of Memphis.

## Policy

The University of Memphis Department of Human Resources will conduct background checks on:

- Candidates recommended for employment in any of the following job classifications:
  - faculty
  - staff
  - graduate assistants
  - temporary applicants

- student workers who have access to or are involved with sensitive information, keys, cash or children
- Former employees who have been separated from the University for more than twelve (12) months
- Current grandfathered employees upon a change in their job status and/or position

The type and extent of each background check will be determined by the nature of the position to be filled by the candidate.

The Disclosure and Authorization Form required by the Fair Credit Reporting Act (FCRA) is completed through a third-party vendor. No background check will be initiated until the online authorization form is completed. If the candidate/employee refuses to complete the Disclosure and Authorization Form, no further employment consideration will be given to the candidate.

### **Notification**

Appointment in a position is contingent upon an acceptable background check, and any written offer of employment must contain notice of this contingency.

### **Disqualification of Candidate**

The Department of Human Resources is responsible for reviewing the results of the background check and determining whether any offense negates the individual from being hired.

In determining suitability for employment where there is a record of criminal conviction, consideration will be given to such issues as the specific duties of the position, the number of offenses and circumstances of each, how long ago the conviction occurred, whether the circumstances arose out of an employment situation, and the accuracy of the explanation provided by the candidate.

### **Employee Responsibilities**

Employees must notify the Department of Human Resources of any convictions for violations that occur while employed with the University of Memphis no later than five calendar days after such convictions. Depending on the conviction, the Department of Human Resources may complete an additional background check to determine if employment can continue.

### **Background Check Fees**

The third-party vendor conducting the background check charges a fee for each check conducted. The total cost of each background check will be charged to the Division of Business and Finance. Departments requesting additional background information beyond the scope of the original background check will be charged a processing fee as indicated on the current vendor contract.

## Related Documents, Policies and Forms

[Background Checks FAQs](#)

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