

**Williamsburg Technical College
PROCEDURE**

SECTION C – HUMAN RESOURCES MANAGEMENT

| | |
|---|---|
| Title BACKGROUND CHECKS | Number C-27.1 |
| Division of Responsibility Administration and Finance | Approval Date Page 5/24/10 1 of 1 |
| Approval Vice President _____ President _____ | Supersedes Procedure No. C-27.1 Date 5/24/10 |

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. In accordance with guidance from the South Carolina Technical College System (SCTCS), Williamsburg Technical College requires, at minimum, SLED checks (or other comparable criminal background checks), reference checks, E-Verify, credit checks (applicable to prospective employees who will be responsible for handling or spending public funds) and most common consumer reports applicable to the respective position be conducted. The college is responsible for the costs associated with conducting background checks.

- II. During the application and/or interview process, applicants will be informed of the college's Background Checks Procedure. Applicants are asked to sign a release form authorizing the background check, and release of information from former employers, educational institutions, or other organizations as part of the background checking process. A refusal to sign such a release form eliminates the applicant from further consideration for employment. As it relates to criminal offenses, applicants who provide misleading, erroneous, or deceptive information on the application form, resume, or during an interview may be eliminated from further consideration for employment.

All background checks will be initiated through the Human Resources Office. All results of the checks will be kept confidential except when it is necessary to determine if a potential employee's employment status may be adversely impacted. The College may identify a committee to assist with this decision. Human Resources will retain a copy of the background check result and release form in a secure location.

Once the final candidate is selected, a conditional job offer of employment may be extended contingent upon the results of the background check. If the results reflect issues of concern, a final decision must be rendered which may result in the terminating of employment or rescinding of the original offer.

The College will provide for fair and unbiased treatment regardless of gender, race, color, disability, national origin, religion, or other protected class of a candidate. The College will comply with the Fair Credit Reporting Act (FCRA), Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC) guidance, and other federal and state laws as it relates to the use of background checks for employment purposes.