

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION C – HUMAN RESOURCES MANAGEMENT

Title <p style="text-align: center;">BACKGROUND CHECKS</p> <p>LEGAL AUTHORITY: Section 59-53-20 of the 1976 Code of Laws of South Carolina, As Amended</p>	Number <p>C-27</p>
Division of Responsibility <p style="text-align: center;">Administration and Finance</p>	Date Page <p>8/17/20 1 of 1</p>
Approval President <hr/> Commission Chair <hr/>	Supersedes Policy No. C-31 Date 7/7/08

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.

Williamsburg Technical College desires to create a safe and secure work and learning environment to ensure that its employees are qualified to perform the jobs for which they are hired. Accordingly, it is the policy of Williamsburg Technical College to require at a 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 and spending public funds) and most common consumer reports applicable to the respective position be conducted. Employment will be contingent upon the results of the background check. Conducting background checks will ensure that individuals invited to join the college have honestly presented their background and qualifications in oral representations and in written materials, including the application for employment and any supporting documents.

Information obtained from background checks will be confidential and will comply with the Fair Credit Reporting Act (FCRA). To ensure confidentiality of all applicant information, Human Resources coordinates the background investigation process. Results of the background checks are sent directly to Human Resources.