



University of New Haven

Human Resources Policy / Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Background Checks (pre- and post-employment requirements)	All employees (including candidates for employment)	Guidelines related to background check requirements for pre- and post-employment practices	7/1/23	Associate Vice President Human Resources & Organizational Development	2

It is the policy of the University to make employment offers to candidates contingent upon the successful completion of the following:

- Criminal background check (felony and misdemeanor for 7 years which includes sexual predator registry),
- Verification of previous employment including appropriate reference checking,
- Verification of education,
- Drivers' license validation (if applicable)

In limited role-dependent situations, the University may also include a credit check. That credit check will only be conducted for senior level roles and roles where there is a nexus between personal financial history and the role the candidate has been offered. These checks are administered in conjunction with the FCRA.

If a staff and/or faculty member left the University and is re-employed 6 (six) months later, they will be required to go through the background check process again. This condition also applies to Adjuncts who have not been paid for six months.

Additionally, the University will conduct mandatory background checks in the following circumstances as it relates to staff, faculty, and non-employees' travel with students:

Group/Classification	Criteria	Timing
Volunteers	<ul style="list-style-type: none"> All volunteers 	<ul style="list-style-type: none"> Request must be made at least 2 weeks prior to the volunteer's beginning the volunteer assignment
Staff / Faculty	<ul style="list-style-type: none"> Background check required for anyone hired prior to 1/1/2009 who will participate in student related travel which requires an overnight stay. If unfavorable results are received, the staff/faculty member will not be permitted to participate in the travel and appropriate follow-up action may be required. 	<ul style="list-style-type: none"> Minimally 3 weeks before the travel is scheduled for domestic travel. Minimally 6 weeks before the travel is scheduled for international travel
Staff/Faculty Members' Partners/Significant Others	<ul style="list-style-type: none"> Background check required for those 18 years of age or older who will travel with a Faculty/Staff member and participate in student related travel which requires an overnight stay. If unfavorable results are received, the individual will not be permitted to participate in the travel. 	<ul style="list-style-type: none"> Minimally 3 weeks before the travel is scheduled for domestic travel. Minimally 6 weeks before the travel is scheduled for international travel
Staff/Faculty	<ul style="list-style-type: none"> Background check required to work in camp related activities with minors. 	<ul style="list-style-type: none"> Process is done by the State of Connecticut and is mandatory regardless of hire date and/or how recent their background check was done through UNH. Should be requested as soon as possible and minimally 1 month prior to the beginning of camp.

Background checks will be conducted by the vendor utilized through Human Resources. Background checks for those organizations who currently do business with UNH on campus, but are not UNH employees, will continue to be managed by their respective employer (i.e., Sodexo).

The process for reviewing criminal results requires the Review Board's discussion, resolution, and decision. This Review Board is currently comprised of a cross-section of UNH leaders who are not directly involved in the hiring process. If the background check reveals a conviction or discrepancy relevant to the position, the candidate's extended an offer of employment may, after consideration by the independent Board, be rescinded for that position.

The University's travel policy should be consulted for additional information. That policy can be located [here](#).

This document is a summary of a University policy, procedure and/or guideline. All policies, procedures and/or guidelines described herein may be modified or discontinued at any time, for any reason at the University's full and sole discretion. No policy, procedure and/or guideline should be construed as a contract or term or condition of employment between an employee and the University. This policy/procedure is not intended to alter or modify any of the terms of any collective bargaining agreement or the Faculty Handbook.