

**Background Check Policy**  
**Adopted by the Board of Trustees at its May 2007 Meeting**

Effective immediately, Alabama State University will conduct background checks on all non-academic and academic job candidates post-offer. The University may also use a third party administrator to conduct background checks. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment. As such, all offers of employment are contingent upon the successful results of a background check. The University will make the sole determination of an employment decision based upon a background check.

Circumstances may also arise under which background checks of current employees will be necessary in order to determine whether their employment status at the institution should be addressed. This process is necessary to ensure that individuals are selected or retained who possess the qualifications to perform the duties of the position and who are best able to serve the institution. The Director of Human Resources shall designate what checks are necessary based upon the existence of reasonable suspicion and the requirements of the position being filled.

The University will ensure that all background checks are conducted in compliance with applicable federal and state statutes, including, but not limited to the Fair Credit Reporting Act and Title VII of the Civil Rights Act. Any information obtained during the background check will not be used as the sole basis for denying or terminating employment, unless it is determined that the issue relates to an essential job related function. Employees will be required to sign a consent form prior to any background investigation.

Any adverse findings as a result of a background check will be considered on a case by case basis. If necessary, appropriate disciplinary action will be taken pursuant to current policy, up to and including termination. Failure to consent to the background check is grounds for termination.

The Office of Human Resources will serve as the custodian of the records for background investigation results. All information received in the background investigation process will be maintained in confidential, secure files separate from employee personnel files, with access allowed only to those who have appropriate authorization.