

Background checks for college employees.

(A) The college conducts pre-employment background checks for all applicants selected for employment. It is a condition of employment that all applicants submit to the criminal background check procedures.

The protocol and means by which criminal background checks will be performed are:

- (1) Background checks are performed once a preferred candidate has been selected for employment.
- (2) All offers of employment will be contingent upon successful completion of a criminal background check.
- (3) The applicant is required to provide a written release to authorize the criminal background check using an approved college form.
- (4) If a candidate selected for an interview resides outside the state of Ohio, the college may also conduct a criminal background check of candidates for employment prior to the interview process.
- (5) Applicants may be charged a fee(s) associated with the criminal background check.

(B) In accordance with federal and state laws, a previous conviction will not automatically disqualify an applicant from consideration for employment. Each applicant identified with a criminal conviction will be evaluated on a case-by-case basis. The following factors will be considered for those applicants with a criminal conviction history in determining whether to extend an offer of employment: the nature or gravity of the offense(s); and the time since the conviction and/or completion of sentence; and the nature of the job held or sought.

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