


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>		Procedure HR_206	
		Page 1 of 2	
		Last Revision Date:	
		Effective Date: 10.10.13	
Section		Subject	Pre-Employment Background Check

Purpose

Louisiana Delta Community College is committed to maintaining student and employee safety and health. Accordingly, the college has adopted this pre-employment background check procedure. As part of this commitment, these procedures establish a practice of pre-employment background checks for all new employees of LA Delta.

The purpose of performing a background check is to determine and/or confirm, within appropriate legal limits, the qualifications and suitability of a job candidate for the particular position for which the candidate is being considered. These procedures will help ensure that employment related decisions utilizing pre-employment background checks are made in accordance with applicable law.

I. Procedures

- A. The Human Resource Department will conduct pre-employment criminal background checks for final candidates for all new faculty and staff, including classified staff, unclassified staff and all full-time, part-time and temporary faculty and staff.
- B. Candidates are expected to provide complete and accurate information. Candidates who provide false or misleading information in their applications and/or authorizations may be eliminated from any further consideration.
- C. Pre-employment background checks must be completed before a candidate is given a final Unconditional Offer of Employment for position. All job offers should be conditioned upon satisfactory completion of the pre-employment background check.
- D. Pre-employment criminal, civil and financial background checks will be conducted for final candidates for all positions in the Chancellor's Cabinet and other key administrator positions at the discretion of the College.

- E. All applicants will be advised that the final candidate(s) for a position must successfully complete a background check as a condition of being employed at LA Delta.
- F. All final candidate(s) will be required to complete the required forms prior to the background check. Any final candidate who refuses to complete any of the required forms will be deemed to have withdrawn him/herself from consideration for employment.
- G. The Human Resource Department will review, as may be appropriate, state, county/parish and federal background information.
- H. Convictions or pending criminal charges will not be an absolute bar to employment. A pending criminal charge and/or a conviction will affect an individual's candidacy for employment if there is a substantial relationship between the circumstances of the pending criminal charge or conviction and the circumstances of the particular job or licensed activity.
- I. All background checks performed under this policy shall be conducted in strict confidence. Except as authorized by the individual in writing or as required by law, information gathered under this procedure will be disclosed only to college staff with a business need-to-know basis.
- J. LA Delta will pay the cost of the pre-employment background check requested by the college.
- K. LA Delta will provide the background check policy to the LCTCS Office of the Senior Vice President for Finance and Administration.