

UNMC EMPLOYMENT BACKGROUND CHECKS

Purpose

Background checks serve as an important part of the selection process at the University of Nebraska Medical Center (UNMC). Background checks provide additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of the people, property, and information of UNMC.

Scope

The UNMC Background Check Policy is applicable to all UNMC positions.

Basis of the Policy

Federal/state law and administrative practices of the University of Nebraska Medical Center are the basis of the UNMC Policy No. 1010, Background Check.

Authorities and Administration

The UNMC Human Resources' Associate Director, Compensation, Staffing, Payroll & HRIS is responsible for the administration, implementation, and maintenance of the Background Check Policy at the campus level in consultation with the Associate Vice Chancellor and Executive Director, Human Resources and the Vice Chancellor for Business and Finance.

Policy

Statement of General Policy

All applicants being hired or rehired into a regular or temporary position at UNMC are required to successfully complete a pre-employment background check prior to starting work. A background check is only completed after an applicant has accepted the conditional offer of employment. Students admitted into the UNMC-sponsored Summer Undergraduate Research Program (SURP) are exempted from the policy.

If a current UNMC regular or temporary employee transfers to a new position, a background check is required.

If an academic hire is dually employed with UNMC and Nebraska Medicine, Nebraska Medicine will process the background check and notify UNMC Human Resources accordingly.

A background check must also be completed for Non-Faculty Volunteers (includes visitor research associates and other visitors). For Faculty Volunteers a background check is not required.

Components of Check

UNMC will utilize a third party agency to conduct the background check. The type of information that can be collected by this agency includes, but is not limited to, that pertaining to an individual's past employment, education, character, finances, reputation, criminal and credit history.

Compliance

Background checks will be performed in compliance with the Fair Credit Reporting Act. This information will not be used as a basis for denying employment unless the information indicates the applicant is not suitable for the position.

Evaluation of Background Checks

A criminal conviction does not automatically disqualify a selected for hire/rehire candidate from consideration for employment with UNMC. The following items will be considered when evaluating the conviction:

- Nature and gravity of the criminal offense
- Nature of the duties and responsibilities of the position
- Pattern of other related criminal convictions
- Age of the applicant when the criminal offense occurred
- Time since the criminal conviction and/or completion of the sentence
- The applicant's record of performance and behavior on other jobs

Recordkeeping

All information obtained from the background check process will only be used as part of the employment process and will be kept confidential.

Employee Responsibility

Employees have an ongoing responsibility, during their employment, to make UNMC aware of any criminal convictions. Any criminal convictions should be reported to Human Resources – Staffing within seven (7) days of criminal conviction.

Notice of Non-Discrimination

Please see UNMC's Notice of Non-Discrimination (<http://www.unmc.edu/titleix/notice-nondiscrimination.html>) regarding the University of Nebraska Medical Center's commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.

Additional Information

- Questions regarding this policy should be directed to Human Resources, Staffing/Compensation/Records/IT at 402-559-2710 during regular business hours
- Contact Business Services at 402-559-5200 for guidance on non-faculty volunteers and guests
- UNMC Policy No. 6075, Academic Personnel Records (https://wiki.unmc.edu/index.php/Academic_Personnel_Records/)
- UNMC Procedures No. 1004, Employment (https://www.unmc.edu/human-resources/_documents/procedures/Procedures1004.pdf)
- UNMC Procedures No. 1010, Background Check (https://www.unmc.edu/human-resources/_documents/procedures/Procedures1010.pdf)

Policy No.: 1010

Effective Date: 08/01/08

Revised Date: 10/11/21

Reviewed Date: 10/11/21