

Criminal Background Check Policy

I. Policy Section

6.0 Human Resources

II. Policy Subsection

6.20 Criminal Background Checks

III. Policy Statement

Criminal background checks will be conducted on all finalists for employment with Grand Rapids Community College and specific to academic and faculty program requirements and/or involvement. The criminal background check takes place prior to hire, admission or participation. The academic programs that require criminal background checks be conducted on students are in health programs, preschool lab classes, Police Academy and study away programs

IV. Reason for the Policy

Criminal background checks are necessary to determine whether applicants for employment should be considered for positions within the College. Criminal background checks for students and employees in health programs, pre-school lab classes, Police Academy, and study away programs are necessary to comply with state and federal law. The practice of checking criminal backgrounds promotes a safe and secure environment for students, employees, property and confidential information.

V. Entities Affected by this Policy

All applicants who proceed through hiring process as a finalist
GRCC Students in health programs, preschool lab classes, Police Academy and study away programs.
All Faculty performing academic advising
GRCC Campus Police Department
Human Resources and Student Employment Services Departments
Academic departments requiring criminal background checks for students

VI. Who Should Read this Policy

All staff
All applicants
Students considering enrollment in GRCC health programs, pre-school lab classes, Police Academy, and study away programs.

All Faculty

VII. Related Documents

GRCC Health Programs websites
Education Program websites

VIII. Contacts

Chief of Campus Police or designee
Executive Director of Human Resources
Human Resources Staff
Associate Director for Student Employment Services
Academic Leadership
Department Heads
Program Directors
Associate Director of Experiential Learning

IX. Definitions

- A. Applicant: Applicants include potential student employees, regular employees, contingency employees, adjuncts and any volunteers or independent contractors who require key and computer access.
- B. Student employees: Includes both student workers (funded through work study grants) and student assistants (funded through departmental budgets).
- C. Regular employees: Employees whose positions include a benefit package. These may be part time or full time positions. Examples of regular employees include Faculty, CEBA, ESP, Campus Police or Meet & Confer employees.
- D. Contingency employees: Hired on a temporary basis. Usually contingency employees are hired for a specific period of time to cover a peak period need, a specific activity or program or to fill in for a regular employee's FMLA (Family Medical Leave Act) absence.
- E. Adjunct employees: Part time faculty members hired on a semester by semester basis.
- F. Volunteers: Persons who provide services and do not receive any compensation from the College.
- G. Independent Contractors: This employment status is determined by Human Resources, per Fair Labor Standards Act guidelines.

X. Procedures

A. Procedures for job applicants:

- 1. "Authorization to Investigate Criminal History" form (criminal background check form) is provided to an applicant.

2. Completed criminal background check form is sent to Campus Police.
3. Campus Police checks the criminal background. The focus of the Campus Police background check is to verify the information provided on the criminal background check form.
4. Human Resources or Student Employment receives the confidential response from the Campus Police department.

B. Impact of criminal history for job applicants:

- a. GRCC will consider ex-offenders for employment. However criminal background information will be closely reviewed by Campus Police and Human Resources and/or Student Employment.

- i. A decision to exclude an applicant from employment will be made on the basis of job relatedness. A job relatedness analysis is conducted in every situation where a criminal history is disclosed. This analysis considers the relationship of the crime to the ability, capacity or fitness to perform job duties and responsibilities.

- ii. Applicants for employment at GRCC may be denied employment for failing to disclose convictions on the criminal background check form. Any dishonesty shown by not revealing a conviction may result in elimination from the hiring process. Applicants who have been denied employment may appeal to Human Resources and/or Student Employment. The applicant must schedule an appeal within ten (10) business days of receiving notification. Requests for an appeal received after this time frame will not be considered. Appeals will be evaluated with the assistance of Campus Police. Additional questions may be asked of the applicant during the appeal process.

- iii. Applicants may be excluded from employment based on the following factors: Violence associated with their crime, sex offender registration restrictions, level of offense (felony vs. misdemeanor), relationship of crime to ability, capacity or fitness to perform job duties and responsibilities, total number of crimes committed, connection to potential to cause property loss/theft or crimes associated with theft or dishonesty, time since conviction, evidence of rehabilitation.

C. Frequency of criminal background checks for applicants/employees:

1. If an employee has a break in service of more than one year, a new criminal background check will be completed.

Adjuncts that have a break in service for more than two semesters (Fall and Winter) will be required to complete a new criminal background check.

2. By signing the authorization form, the College reserves the right to conduct a background check for any reason before or after employment begins.
 3. GRCC reserves the right to conduct criminal background checks for current employees if the college becomes aware that an employee has been convicted of a crime that may impact his/her employment.
- D. Procedures for faculty who have one or more early college/dual enrollment students in their class who work on K-12 property :
1. In addition to the criminal history checks conducted for all other applicants, fingerprint checks will be required for these faculties.
 2. The fingerprint process is coordinated between the hiring authority and Campus Police.
 3. The College assumes the responsibility for cost of fingerprint checks for faculty who work on K-12 property
- E. Procedures for health program students:
1. The GRCC website contains complete information regarding criminal background check procedures for students who wish to be considered for the health programs. Students assume responsibility for the full cost of fingerprint checks required for admission to health programs. Complete information can be found at: <http://cms.grcc.edu/health-programs/background-check-information>
- F. Procedures for preschool lab students:
1. The GRCC website contains complete information regarding criminal background check procedures for students who enroll in GRCC preschool lab classes. Complete information can be found at: <http://www.grcc.edu/ShowPage.cfm?PageID=21374>
- G. Procedures for Police Academy students:
1. The GRCC website contains complete information regarding criminal background check procedures for students who enroll in GRCC Police Academy classes. Complete information can be found at: <http://cms.grcc.edu/policeacademy>
- H. Procedures for study away program students:
1. The GRCC website contains complete information regarding criminal background check procedures for students who wish to be considered as a participant for an international study away experience. Complete information can be found at: http://cms.grcc.edu/GRCC_Study_Away_Student_Procedures

XI. Forms

Human Resources form: Authorization to Investigate Criminal History

Campus Police form: Authorization to Perform Fingerprint Check
Health Program Admissions form: Preliminary Background Check
Education and Child Development form: Criminal Background/Central Registry
Check
Police Academy form: Police Academy Background Supplement
Study Away Program form: Study Away Experience Student Intake Form

XII. Effective Date

April 1, 2011

XIII. Policy History

New policy, effective April 1, 2011
Reviewed April, 2013

XIV. Next Review/Revision Date

April 1, 2017