



## BACKGROUND INVESTIGATION POLICY

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### DEFINITIONS

The following terms are used in this policy.

Term	Definition
Volunteer	A non-remunerative appointment with the State University of New York at Potsdam.
Applicant	A person that submits an application for a vacant position at the College.
Successful Candidate	A person that has applied for a vacant position and has been offered a contract for employment.

### BASIS FOR POLICY

To protect the welfare and provide for the safety of the students, employees, and institutional resources of SUNY Potsdam, Human Resources will administer the conducting of background checks on new employees and volunteers.

This policy applies to new employees as of January 1, 2007. This policy applies to volunteers as of January 23, 2019.

### POLICY

Applicants and volunteers will be advised that a background check including criminal conviction investigation is a condition of employment. SUNY Potsdam's authorized vendor will conduct the background investigation that may include: identification and educational credential confirmation, employment and salary history, Social Security number verification, criminal conviction verification and sexual offender registry status. A background check will be completed only on the successful candidate upon completion of the appropriate authorization. The contract letter will include a statement that the employment offer is pending the satisfactory completion of the background check.

Human Resources will contact the Director/Dean and/or Vice President only if the background investigation produces results which may affect employability. All results of the background investigation are confidential and will be used by Human Resources and the appropriate Dean and/or Vice President if the background check reveals information which may affect the hiring decision. Criminal background investigation records will be received and maintained as part of a confidential file (to the degree possible) in Human Resources.

If an applicant, employee, or volunteer possesses an active security clearance issued by the US Federal Government, proof of that active security clearance will be considered in lieu of conducting a new criminal background check.

## **RESPONSIBILITIES**

Human Resources is responsible for the management of the policy, including overseeing the background investigation process, confidentially reporting job-related negative results to the appropriate department, and the confidential storage (to the degree possible) of all findings.

## **SANCTIONS**

Those who violate the terms of this policy, including violations of confidentiality, are subject to disciplinary action, including termination. Failure to disclose a conviction(s) is deemed falsification of application and may result in termination.

## **Change History**

<b>Date</b>	<b>Change History</b>
1/22/2007	New Policy
7/8/2013	Update
1/23/2019	Added Volunteer Format Change

**Effective Date:** 1/22/2007

**Responsible Party:** Human Resources

**Contract Information:** 315-267-4816