

FLATHEAD VALLEY COMMUNITY COLLEGE

Policy Manual

CHAPTER VI – Human Resources

SECTION 210: BACKGROUND CHECKS POLICY

Flathead Valley Community College is committed to protecting the security, safety, and health of employees, students, and others, safeguarding the assets and resources of the College, and assuring individuals in responsible positions are worthy of the trust they are given.

Background checks shall be required prior to employing administrative, faculty, professional and classified employees, except as provided below. This policy applies regardless of whether or not a competitive recruitment process is used.

I. Applicability:

As a condition of hire, background checks are required on all applicants offered an administrative, faculty, professional, or classified position.

Background checks are required for student and temporary positions that are safety or security sensitive, handling currency, having access to sensitive information, or having a master key.

A background check may be required if an employee begins working in a different department and/or different job capacity that includes safety or sensitive duties such as handling currency, having access to sensitive computerized information, or having access to a master key.

The background check must be completed before employment begins. Any offers made before a background check has been completed shall be expressly conditional upon successful completion of the background check. Conditional offers shall be withdrawn if the results of the background check are deemed to disqualify the applicant for the position.

PROCEDURE: Background Checks