

## APPROVE UNIVERSITY POLICY ON BACKGROUND CHECKS

**Action:** Approve University Policy on Background Checks

**Funding:** Nominal background check fees will be incurred by the hiring unit and/or campus/central human resources office

Currently, background checks are conducted on security sensitive positions only (e.g., working with minor children; direct patient care; access to University accounts or large amounts of cash; working with controlled substances; etc.) at the time of hire. In an effort to provide a safe and secure environment for all students, employees, and visitors at the University of Illinois; to safeguard the University's reputation, property, and resources; and to promote sound hiring decisions, a University Policy on Background Checks is recommended to the Board of Trustees for adoption. Under the proposed policy, background checks, including criminal background checks, will be conducted on new hires and employees transferring into security sensitive or critical positions, regardless of whether the individual is seeking a position as a faculty member (tenure track, non-tenure track, specialized faculty, or other academic), staff member (academic professional, civil service, extra-help, retiree, or academic hourly), or medical resident. Background checks also will be conducted with respect to individuals (including University

personnel, graduate and undergraduate employees, fellows, volunteers, and contractors) who are subject to the University of Illinois Protection of Minors Policy or who may be assigned to a security sensitive position, as defined by the University. A background check generally will not be conducted with respect to graduate or undergraduate student employees, fellows, volunteers, individuals appointed to non-paid positions, contractors or other individuals employed by another entity who are not subject to the University of Illinois Protection of Minors Policy or who will not be assigned to a security sensitive position, as defined by the University.

This policy was developed by a University-wide committee consisting of representatives from University human resources, campus human resources, UIC hospital human resources, campus offices of equal opportunity/access and equity, University counsel, and student employment, with input from a variety of University constituents including faculty, staff, and administrators. The development and implementation of the procedures to conduct background checks will be the responsibility of each campus and University administration central human resources office.

The Board action recommended in this item complies in all material respects with applicable State and federal laws, University of Illinois *Statutes*, *The General Rules Concerning University Organization and Procedure*, and Board of Trustees policies and directives.

The Vice President/Chief Financial Officer and Comptroller, and the Vice President for Academic Affairs recommend approval of the University Policy on Background Checks set forth in the attached document.

The President of the University concurs.