Kirkwood
COMMUNITY COLLEGE

College Procedure: **404.2 – Background Checks**
Policy Reference: **404 – Employment Relationship**
Responsible Department: **Human Resources**
Approval Authority: **Cabinet**
Procedure Owner: **Vice President, Human Resources**
Effective Date: **9/22/2011**

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: College-wide

Reason for Procedure

This procedure is to ensure conditional employees who have a criminal record are not placed into positions that may conflict with their conviction and to ensure the safety of our students and employees. The College reserves the right to review the facts surrounding the criminal conviction of any conditional employee and determine on a case-by-case basis employment decisions. This procedure applies to all full-time, part-time and adjunct positions within the College. Any new violations after the start of employment should be disclosed to Human Resources within two weeks of the violation.

The Procedure

The following guidelines are considered when determining if a conditional employee will remain employed at Kirkwood Community College:

- Nature of the crime
- Age of applicant at the time the crime was committed
- Length of time since the conviction/charge
- Nature of the conviction
- Job relatedness of the conviction
- Any other mitigating factors related to the conviction

Human Resources receives the information on background checks from C4 Operations. Based on the information received, a decision will be made to determine if the individual meets the standards for employment. In certain cases, the Human Resources department may ask for additional information from the employee to clarify any questions.

References

Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	9/22/2011	Jim Choate, Vice President, Finance	
2		Mick Starcevich, President	New template 5/9/2017
3		Cabinet	Procedure template 8/5/2019