

Background Check Policy

Purpose

This background check policy aims to ensure a safe and secure working environment by conducting thorough background checks on all potential employees except Public Safety employees. It also aims to protect the City's assets, employees, and citizens while ensuring compliance with legal requirements.

Scope

This policy applies to all candidates who have received a conditional offer of employment. It includes full-time, part-time, temporary, and contract employees across all departments except Public Safety.

Types of Background Checks

The following types of background checks may be conducted based on the requirements of the position:

- Criminal History Check: To assess any past criminal activities for all Positions.
- Credit History Check: Required for positions involving financial responsibilities.

Consent

Before conducting any background check, the company will obtain written consent from the candidate. The candidate will be informed of their rights and provided with a copy of their report, if requested.

Confidentiality

All information obtained through background checks will be treated as confidential and shared only with individuals involved in the hiring decision. Employees who handle background check information must adhere to strict confidentiality protocols.

Review and Decision

Background check results will be reviewed by the Human Resources department and hiring manager. Any adverse findings will be evaluated in the context of the job requirements and accordance with relevant laws. Candidates will be allowed to explain any discrepancies.

Documentation

All documents related to the background check process will be maintained in a secure file separate from the employee's personnel records. Documentation will be retained as per the City's document retention policy.

Compliance

The company will comply with all federal, state, and local laws regarding background checks, including the Fair Credit Reporting Act (FCRA) and Equal Employment Opportunity (EEO) guidelines.

Policy Review

The Human Resources department will review this policy annually to ensure it remains compliant with applicable laws and effectively meets its objectives.