



## Ohio Administrative Code

### Rule 3358:5-3-24 Pre-employment screening policy.

Effective: November 17, 2022

---

(A) Clark state college is committed to recruiting, hiring, and retaining the best qualified candidates and providing a safe, secure environment for all students, employees, and visitors to our campuses. Thorough and consistent implementation of effective hiring practices helps to achieve each of these goals. This includes the appropriate use of comprehensive pre-employment screening/background checks as a final stage of the hiring process.

Pre-employment screening/background checks will be used by the College to evaluate individuals for employment and will not be used to discriminate on the basis of race, color, sex, gender, ethnicity, religion, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by federal law. Only candidates at the final stage (job offer) of the interview process will be required to submit to the pre-employment screening/background check procedures.

(B) This policy applies to employees in the following categories:

(1) New hires:

(a) Exempt staff

(b) Non-exempt staff

(c) Faculty

(d) All positions, including volunteers, working with minor youth; i.e., project jericho, college for kids, etc.

(2) Current employees:



Employees who transfer to a new position must satisfactorily complete or have completed the appropriate pre-employment screening/background check before transferring to or adding that position.

(C) Pre-employment screening/background checks will be conducted in accordance with applicable laws and associated procedures.

(D) Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant or employee. Rather, determinations of suitability based on criminal record checks will be made consistent with this policy and any applicable law or regulations.

(E) All offers of employment are contingent upon satisfactory results of the pre-employment screening/background check.

(F) This policy shall be administered as set forth in the associated procedures established by the president or his/her designee.

(G) The resources office shall be assigned the responsibility of developing, implementing, and maintaining the pre-employment screening/background check policy and procedures.