

3354:2-20-10 Background Inquiries

<u>CONTINUING Admin. & S/P</u>	<u>TEMPORARY Admin. & S/P</u>	<u>TENURE-TRACK Faculty</u>	<u>NON-TENURE TRACK Faculty</u>
x <u>Full-time</u>	x <u>Full-time</u>	<u>Full-time</u>	<u>Temporary</u>
x <u>Partial-year</u>	x <u>Partial year</u>		<u>Part-time</u>
x <u>Part-time</u>	x <u>Part-time</u>		
<u>Staff</u>	<u>Staff</u>		
x <u>Full-time</u>	x <u>Full-time</u>		
x <u>Partial-year</u>	x <u>Partial-year</u>		
x <u>Part-time</u>	x <u>Part-time</u>		

- (A) It is the policy of Lakeland Community College to protect employees, visitors, students and all users and guests and the college by maintaining the integrity of the employment process.
- (B) Responsibility for Implementation
- (1) The President shall have the ultimate responsibility for ensuring that employees, visitors, and the college are protected by ensuring the integrity of the employment process by the use of background inquiries.
 - (2) The responsibility for evaluating the on-going needs for background inquiries has been assigned to the vice presidents for each of their respective areas.
 - (3) The Human Resources Department, in consultation with the respective vice president, shall determine what level of background inquiry is appropriate for a designated position in compliance with federal and state law and college policy or practice.
- (C) Background inquiries may be required by law or relevant to the current vacancy and may include, but are not limited to:
- (1) current and/or prior employment verification;
 - (2) educational degree verification;
 - (3) criminal record check;
 - (4) motor vehicle record;
 - (5) criminal bureau of identification and investigation check;
 - (6) federal bureau of investigation check; and
 - (7) drug and alcohol testing.

(D) Information collected as the result of a background inquiry, with the exception of employment and degree verifications, shall be kept by the Human Resources Department on a confidential basis.

(E) Dissemination of Policy

(1) Lakeland's policy on background inquiries shall be available to all applicants for employment.

Replaces: 3/6/03

Effective: 03/06/2003

CERTIFIED ELECTRONICALLY

Certification

03/12/2015

Date

Promulgated Under: 111.15
Statutory Authority: 3354
Rule Amplifies: 3354
Prior Effective Dates: 1/15/98, 3/6/03