

To: Deans, Directors, Department Chairs, and Campus Administrative Offices

From: The Office of Human Resources

Subject: New Policy on Conducting Background Reviews

Date: November 28, 2007

In an effort to protect the campus community and its assets, the University System of New Hampshire (USNH) has developed a policy for pre-employment background reviews. You may review the policy on line at <http://usnholpm.unh.edu/USY/V.Pers/C.4.htm>. This policy is intended to support the verification of credentials, criminal history, and other information related to employment decisions.

Although the effective date of the USNH policy was July 1, 2007 each campus will be allowed to develop a phase in implementation strategy. Our campus initial phase in will include the following:

- Effective **immediately** new staff hires in both status and non-status positions designated as security sensitive will be subject to a basic background review. A basic background review consists of a criminal history check, a sex and violent offender registry check, verification of identity, and if required, a review of employment, academic credentials, professional certificates and Department of Motor Vehicle report. The criteria used to assist in determining security sensitive positions, the recommended level of background review and associated cost sheet are available for review on the HR website at:

<http://www.unh.edu/hr/background/position-guide.html> (Guide for Designating Security or Safety Sensitive Positions and Required Background Check)

<http://www.unh.edu/hr/background/vendor-pricing.html> (Background Check Cost Sheet)

- All staff positions designated to be security sensitive shall be so identified in the advertisement for the position. **All offers of employment for these positions will be contingent upon successful completion of the background review.**
- Current employees holding security sensitive positions will not be subject to background reviews. However, current staff, that are transferred, promoted or otherwise assigned to positions that require a higher level of review, will be subject to background reviews.
- To insure consistent background screening levels, during the coming months the Office of Human Resources will be in communication with departments and colleges to determine appropriate levels of background reviews based on job duties and qualifications.
- The Office of Human Resources will coordinate with a third-party vendor regarding all background verifications. If you have questions please contact the Office of Human Resources x20501.

The Office of Human Resources and the Vice President for Finance and Administration are continuing consultations on campus including recent discussions with the Deans and the Faculty Senate regarding the development of guidelines for the policy. We are seeking guidance on how to best balance the need to protect the campus community, verify academic and other credentials, identify security sensitive academic positions while providing necessary privacy protections and support of academic freedom.