



Name of Policy	Background Screenings
Description of Policy	This policy sets forth how the screening process is conducted, what information is collected, and how it is used.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organizational unit, etc.</i>)
	<input type="checkbox"/> Faculty and Staff only <input type="checkbox"/> Students only <input checked="" type="checkbox"/> Faculty, Staff, Volunteers
Policy status	<input type="checkbox"/> New policy <input checked="" type="checkbox"/> Revision of existing policy

Approval authority	Vice President, Finance, Administrative Services, and Operations/CFO
Governing authority	Office of Human Resources Management
Responsible officer	Assistant Vice President, Human Resource Management

Approval date	04/15/2025
Effective date	03/10/2025
Approval date of last revision	12/01/2021
Effective date of last revision	12/01/2021
Date of policy review*	03/10/2025

**unless otherwise indicated, this policy will still apply beyond the review date.*

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1. Policy Statement

In order to increase safety, manage risks, and make informed hiring decisions, Alcorn State University will conduct non-discriminatory background checks for all finalists who are selected for employment. Conducting background checks of candidates prior to the date of hire helps determine the employability of candidates, while ensuring the protection of current employees, property, and University information.

The information obtained through background checks is considered only insofar as it is relevant to performance in the position and/or as it relates to the issues of safety and security of people, property, and other University resources. A plea of guilty, a finding of guilty by a referee, jury, or court, or a conviction of a crime will be considered in determining the eligibility of an individual for employment. Conviction of a crime does not necessarily prohibit being hired.

All background checks are initiated by the Director of Human Resources or Designee, and/or the President/IEO of the University.

Background investigations will be conducted by the designated entity. Background checks will only be initiated after receipt of a completed and signed authorization for pre-employment background check from the prospective employee.

All background checks will include, at a minimum, a multi-state criminal record check, which will include felonies and misdemeanors. A national sexual offender's register check will be conducted, as applicable to the position sought.

Additionally, background checks include verification of past and/or current employment, education, and personal and professional references.

Transportation will conduct a driver's record check for individuals applying to positions that require the use of a University owned, leased, or rented vehicles. Candidates refusing to consent to a background check will not be hired.

Applicability

A background check will be conducted for all individuals selected during the hiring process for positions at Alcorn State University. This includes all candidates applying to full-time, part-time, or temporary positions. The University reserves the right to background check current employees, with prior written notice, for the following positions:

- Employees in positions handling cash and checks/money orders, or credit card transactions on a regular basis;
- Employees in positions having contact with children and minors;
- Employees in residence life positions;
- Employees in positions having access to student or employee information; or
- Employees in other positions, as requested by management.

Alcorn State University reserves the right to add positions to this list at any time. Employees refusing to consent to a background check, when written notice is provided, may be terminated.

Disclosure of Convictions

All individuals applying for positions, including internal candidates, are required to disclose felony conviction information as part of the hiring process.

Additionally, employees have an ongoing obligation to inform their supervisor if they:

- Are convicted of a crime;
- Are added to any sexual offender registry;
- Have a license or certification to practice that expires, or that is suspended or revoked; or
- Are excluded, suspended, debarred, or otherwise ineligible to participate in federal programs.

Supervisors, in turn, should notify the Office of Human Resources in such instances. Registered sex offenders who are employed by the University are required by law to also register with Campus Police.

Consequences

If a background check reveals a criminal record or other serious misconduct, other than minor traffic violations, the following factors will be considered prior to denial of an employment offer:

- Number of offenses or misconduct and the circumstances of each;
- Length of time between the offense or misconduct and the application for employment;
- Other employment history;
- Evidence of applicant rehabilitation efforts;
- Severity of the offense or misconduct; or
- Relevance of the offense or misconduct to the responsibilities of the position to which the candidate has made application.

The results of all background checks will remain confidential and will be maintained in the Office of Human Resources.

3. Review

As indicated, but not less than every four (4) years.

REVIEWED BY:

/s/ Wanda C. Fleming, Ph.D.
Assistant Vice President
Human Resources Management

April 15, 2025
Date

/s/ Elvin Parker
Interim Vice President for Finance,
Administrative Services and Operations/CFO

April 15, 2025
Date

/s/ Alfred L. Galtney, J.D.
Chief Compliance Officer

April 15, 2025
Date

APPROVED:

/s/ Tracy M. Cook, Ed.D.
President/IEO

April 15, 2025
Date