

I. INTRODUCTION

This Policy establishes the circumstances under which the University will conduct for employment at the University, serving in a particular position, or engaging in certain activities, and the processes that will be followed to promote fair treatment of

undertaking certain duties, the University may require additional background checks, including one or more of the following:

- a.** Verification of education, employment, and/or other credentials;
- b.** Financial history;
- c.** Motor vehicle record;

has submitted information as set forth in Section III.E.1 or the time for submitting such information has lapsed.

3. Adverse Employment Decision/Participation Decision Notice: If, after considering any candidate or employee response pursuant to Section III.E.1, the University determines that the negative information revealed results in an adverse employment decision/participation decision regarding employment/participation in a covered activity, the University will send a second written notification to the individual. This notice shall include the following:
 - a. The name, address, and phone number of the vendor Consumer Report Agency (CRA) that supplied the report;
 - b. A statement that the CRA supplying the report did not make the decision to take the adverse employment decision/participation and cannot give specific reasons for such decision; and
 - c. A notice of the individual's right to dispute the accuracy or completeness of any information the CRA furnished, and their right to receive an additional free consumer report upon request within 60 days and to dispute with the CRA directly the accuracy or completeness of any information in the consumer report.

F. Self-Reporting Requirement

1. Employees must obtain driving approval, including a motor vehicle records (MVR) check, prior to driving any University owned/leased/rented vehicles or driving a personal vehicle as an integral part of any University program, event, organization or work-related activity. After receiving approval from Enterprise Risk Management (ERM) to drive, employees must immediately report any new conviction as set forth in Section 2 of the [DU Driving Procedures](#), including but not limited to, suspension, revocation, cancellation, or non-renewal of their driver's license. If the incident is the subject of a legal or administrative proceeding, and the employee has the legal right to continue to work and to operate a motor vehicle while the action or proceeding is pending, then the employee must immediately report any conviction upon final disposition of the action or proceeding.
2. The applicable unit must remove any employees, associates, volunteers, or Special Community Members from any driving responsibilities following a report of a conviction for drug and/or alcohol use while driving.
3. Hiring Authorities or Supervisors who are notified by an employee of a post-employment criminal conviction, or suspension or revocation of their driver's license (if their position requires driving), must report the information to HR.
4. All employees, associates, volunteers or Special Community Members

background check to participate.

- E. **Contractor** is an individual, business, or corporation that provides goods or services to another entity under terms specified in a written agreement.
- F. **Criminal History Check** is the process of gathering and reviewing criminal history records or information furnished by a criminal justice agency or appropriate third-party vendor relating to an individual's criminal convictions. A

address, passport number, and computer account/password information; and information that is protected by applicable privacy laws such as Health Insurance Portability and Accountability Act of 1996 (HIPAA), Family ERPA , or Gramm-Leach-Bliley Act GLBA .

- N.** is an individual who is not an employee or student but who needs access to various University resources in order to partner or collaborate with the University for the benefit of the University.
- O.** means any individual registered for or auditing classes at the University; enrolled in any University program; or on University premises for any purpose related to the same regardless if the class, program, or other education activity is credit earning or part of a degree or non-degree program.
- P. Social Security Trace** is a database search that provides the year, state of issuance, and address and name history of a particular social security number. It is a critical component of a background check.
- Q. Volunteer** is an individual who is not an employee and who is providing a service to the University without expectation of remuneration.

V. RESOURCES

- A.** [Reference Checks](#) through Human Resources.
- B.** University Policy RISK 12.10.010 *Use of University Vehicles.*

Revision Effective Date	Purpose