

POLICY STATEMENT**NO. 3.19.00**

Coordinated By: Human Resource Management

Effective: April 1, 2007

Revised: January 1, 2020

Subject: Pre-Employment Screening

I. PURPOSE

In order to hire the most qualified applicants and ensure employment standards, Louisiana State University in Shreveport has adopted pre-employment screening practices. In compliance with the Fair Credit Reporting Act (FCRA), an outside agency is contracted to provide pre-employment screening services. The cost of screening will be the responsibility of the hiring department.

II. APPLICABILITY

This policy shall apply to all employees of Louisiana State University in Shreveport including appointees and all other persons having an employment relationship with this agency. Faculty, administrators, and professional employees are governed by employment guidelines found in the Bylaws and Regulations of the Board of Supervisors of Louisiana State University and Agricultural Mechanical College, but all other employees are “classified” and are governed by the rules and regulations of the Louisiana State Civil Service.

III. POLICY**A. Classified Positions (except University Police)**

For classified positions, the background check will include: verification of the applicant’s social security number, criminal records search for all counties/parishes in which the applicant has reported to have lived or worked, and a check of the national sex offender registry.

B. Faculty and Unclassified Positions

For faculty and unclassified positions, the background check will include: verification of the applicants social security number, a criminal records search for all counties in which the applicant has reported to have lived or worked, and a check of the national sex offender registry.

C. University Police

Due to the nature of the position, all members of the University Police Department will undergo additional background checks at the request of Chief of University

Police. This background check will include, but not limited to, a thorough criminal history, mental health evaluation, and a drug screen.

IV. CONDITIONAL JOB OFFERS

All job offers are contingent upon the approval of the administration of the university. Additionally, unclassified and faculty job offers are contingent upon the approval of the LSU System. At the department head's discretion, the employing department may make a conditional job offer. The job offer must state the offer is conditional upon successful completion of a background check and the appropriate administrative approvals. No applicant may begin work prior to the completion of the background check and approval of the administration of the university. The conditional job offer may be revoked if the background check returns any violations or misrepresentations.

V. REFERENCES

Reference checking and verification of previous employment is the responsibility of the hiring department and must be maintained at the department level.

VI. TRANSCRIPTS

Faculty and unclassified staff are required to provide an official transcript for their highest degree to the Office of Human Resource Management. Failure of a new employee to provide a transcript may result in termination.

VII. REASONS FOR UNSUCCESSFUL BACKGROUND CHECKS

Any discrepancy by the applicant on the application or resume may result in disqualification for employment. No applicant may be questioned regarding criminal history until after the applicant has been given an opportunity to interview for the position, or if no such interview is to be conducted, until after the applicant has been given a conditional offer of employment. When considering the criminal history of the prospective employee, the hiring manager may consider the nature and gravity of the criminal conduct, the time that has passed since the occurrence of the criminal conduct, and the specific duties and essential functions of the position and the bearing, if any, that the criminal conduct will have on the ability of the prospective employee to perform one or more of those duties or functions.

VIII. PROCEDURE

- A. The prospective employee will complete the background check release form authorizing Louisiana State University in Shreveport to run the background check.
- B. The background check release form must be provided to the Office of Human Resource Management.
- C. Human Resource Management will review the background check result and notify the department head in writing.

- D. The department head will inform the prospective employee of the background check result.
- E. If the prospective employee did not pass the background check, a pre-adverse communication letter and copy of the background check report, pursuant to Federal Credit Reporting Act Guidelines, will be sent to the candidate by the Office of Human Resource Management. The candidate will have five (5) days to respond in writing to provide any relevant information or explanation which might help the candidate demonstrate why they should not be excluded from consideration for the position for having a criminal record.
- F. If the candidate does not respond to the pre-adverse communication letter within six (6) business days, an adverse communication letter will be issued by the Office of Human Resource Management and the offer of employment will be withdrawn.
- G. If the candidate responds to the pre-adverse communication letter, the documentation will be reviewed by the Office of Human Resource Management and forwarded to the hiring manager for a hiring decision. If denied, an adverse communication letter will be issued by the Office of Human Resource Management. If approved by the hiring manager, the decision will need to be reviewed and approved by the Administration of the University. The final approval will be forwarded to the Office of Human Resource Management.
- H. Background check results and all communications will be stored in the Office of Human Resource Management file.

IX. CONFIDENTIALITY

All information, interviews, reports, statements, and memoranda, received by Louisiana State University in Shreveport through its background check program are confidential communications, pursuant to the Fair Credit Reporting Act (FCRA), and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in an administrative or disciplinary proceeding or hearing, or civil litigation where the background check is relevant, or except where the information is the subject of a court order.

X. CONCLUSION

By administering consistent unbiased pre-employment screening techniques, the University enhances its mission to provide services to our students and the public.

APPROVED

Barbie Cannon, Vice Chancellor of Business Affairs

Date

Lawrence Clark, Chancellor

Date