

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: H
SUBJECT: Criminal History, Credit, Driver's License and/or Comprehensive Background Check	Effective: 06/05/09
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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

CRIMINAL HISTORY, CREDIT, DRIVER'S LICENSE AND/OR COMPREHENSIVE BACKGROUND CHECK

Policy

- A. South Carolina State University will require a criminal history, credit, driver's license, and/or a comprehensive background check of its candidates for employment prior to an offer of employment. This procedure is intended to ensure the privacy of the individual while meeting the purpose of record checks.
- B. Background checks may be necessary in cases where individuals are transferred, promoted or reassigned to positions which may be considered sensitive. Positions are considered sensitive which have the potential opportunity for an incumbent, through the possible abuse of work related functions or situations, to cause loss or harm to students, staff, the public, or to the financial or material property and assets of the University.
- C. All information from these background checks will be forwarded to the Human Resources Director. The employing department will be notified when the background check has been completed. The applicant or employee (as applicable) will also be informed of the results of the background check upon written request.
- D. Under State regulations (Code of Laws of S.C. Section 59-111-50), the selected candidate, if his or her credentials are above a high school diploma, will be subject to a Student Loan Default check before an offer is extended to the individual.

Procedures

- A. Any applicant for or employee (as applicable) in a position at the University requiring a criminal history, credit, driver's license, and/or comprehensive background check will be informed of this policy prior to any investigation into his or her background.

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- B. A motor vehicle record will be required of those individuals holding positions which require driving a University vehicle 50% or more of their time as specified in the position description and the Motor Vehicle Management Act Section 1-11-220 through 1-11-340 of the Code of Laws of South Carolina, 1976, as amended. The applicant is required to provide the motor vehicle record to the employing department prior to an offer of a position.

- C. Any notes, memoranda, or other documentation used or relied upon will be maintained separately from other individual identifiable employment records and secured by the Human Resources Director to avoid inadvertent misuse of information.

- D. Finalists for positions who refuse to grant authorization for a background investigation by the time of an offer of employment will not be considered further due to the requirement of specific checks for the position.