

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

STATEMENT OF POLICY

POLICY NUMBER: 8-7-109

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POLICY TITLE: BACKGROUND CHECKS

LEGAL AUTHORITY: Section 59-53-20 of the 1976 Code of Laws of South Carolina, As Amended

DIVISION OF RESPONSIBILITY: Human Resource Services

DATE APPROVED BY BOARD: May 23, 2007

DATE OF LAST REVISION: June 14, 2013

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM 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.

The State Board for Technical and Comprehensive Education desires to create a safe and secure work and learning environment to ensure that its employees are qualified to perform the jobs for which they are hired. Accordingly, it is the policy of the State Board for Technical and Comprehensive Education to require at a minimum SLED checks (or other comparable criminal background checks), reference checks, E-Verify, credit checks (applicable to prospective employees who will be responsible for handling or spending public funds) and most common consumer reports applicable to the respective position be conducted.

Employment will be contingent upon the results of the background check. Conducting background checks will ensure that individuals invited to join the agency have honestly presented their background and qualifications in oral representations and in written materials, including the application for employment and any supporting documents.

Date of Last Review: June 14, 2013

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Information obtained from background checks will be confidential and will comply with the Fair Credit Reporting Act (FCRA). To ensure confidentiality of all applicant information, Human Resources coordinates the background investigation process. Results of the background checks are sent directly to Human Resources.