PURPOSE

This University of Nevada, Reno Facilities Services Department (FSD) seeks to provide a safe and secure learning and working environment for students, faculty, staff and campus visitors. FSD employees potentially have unmonitored access to most areas of campus, including various restricted areas and those containing sensitive materials, research, financial or other information. Background checks for individuals being considered for employment are a valuable tool in identifying potential problems or unqualified individuals for the positions in which they are being considered. The policy identifies the requirements for pre-employment background checks for FSD.

SCOPE

This policy applies to all prospective FSD faculty and classified employees, student employees working in Police Services, and current classified and faculty employees moving into a new FSD position by competitive recruitment where the background check was never completed or done more than twelve months prior. This also applies to those individuals designated by this policy to have a role in the processing of FSD background checks.

GENERAL

Recruitment and Contingent Job Offer
FSD recruitment announcements contain notification to applicants about the background check requirements. The applicant's written permission is received before conducting the background
check. Job offers are contingent upon successful completion of and clearance through the background check process.

FSD has an independent account with the Nevada Department of Public Safety (DPS) as part of the background check process. This account allows two separate background checks, a Nevada State Civil Name Check (CNC) and a Federal Bureau of Investigation (FBI) Fingerprint Database Check.

Contingent employment will become official upon successful clearance of the FBI Fingerprint Database Check, which may take several weeks to return.

Criteria for Rejection
The appointing authority, in consultation with FSD Human Resources (HR) and University HR, evaluates background check returns. Although each case is reviewed individually, the following criteria are used to accept or reject a potential new hire:

- Conviction of any felony
- Conviction of any crime involving children, gang related violence, selling of illicit drugs, sex, violence, fraud or resisting arrest
- Falsification or omission of any crime on the employment application

Confidentiality
All information obtained in the course of the criminal background check is confidential and is not shared with individuals or agencies outside of the designated FSD or Human Resources personnel.

AREAS OF RESPONSIBILITIES

All employees having access to background check information, and all users accessing the information supplied by the CNC Program, must undergo a fingerprint based background check conducted by the Department of Public Safety.

IMPLEMENTATION

The appointing authority for each FSD unit is responsible for the implementation of this policy within the respective areas of responsibility.

TRAINING

All FSD personnel with supervisory responsibilities shall receive training on the Background Check Policy within 30 days of employment.
COMPLIANCE

Compliance with all UNR and FSD policies is required of each employee. Failure to comply with this policy may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.