

**LOKER UNIVERSITY STUDENT UNION, INC.
EMPLOYEE HANDBOOK BACKGROUND CHECK POLICY**

The LSU must maintain a safe and productive workplace with honest, trustworthy, qualified, reliable and non-violent employees who do not present a risk of serious harm to their co-employees or others. To that end, LSU shall perform, or request that third parties perform, background checks or other types of investigations before, while, or after you are employed at the LS. Background Checks will be performed in accordance with federal, state and local law.

- **5.1** Background checks shall be performed for professional personnel in sensitive positions and for any personnel or volunteers being considered for a position in which a background check is required by law.
- **5.2** Background checks shall not be performed for student assistant employees or student volunteers, unless being considered for a position in which a background check is required by law.
- **5.3 Definitions**
 - **Sensitive Positions:** Professional personnel with regular access to data that comprises identity, health and financial information that can lead to identity theft; access to or control on a regular basis of cash, checks, and/or credit card information.; possession of LSU building keys, or unsupervised access to the building; access to controlled or hazardous substances; access to an/or responsibility for operating company vehicles or personal vehicles on company business; access to machinery or equipment that can cause injury, illness, or death.
 - **Certifications:** Professional licensing, certifications, and/or credentials as required in position descriptions.
- **5.4 Types of Background Checks**
 - **Employment Verification:** Relevant employment verification shall be conducted by a third party agency, including, all prior employment within the past five (5) years.
 - **Education Verification:** Education verifications shall be conducted by third party agency. All educational requirements as appropriate to the position which may include high school diploma, General Education Development (GED) certificate and all post-secondary degrees.
 - **Reference Checks:** Using a standard inquiry, LSU shall contact up to three (3) references provided by the applicant to verify work history and skills.
 - **Criminal Records Checks:** Criminal records check shall be conducted by a third party. Depending on the position, fingerprinting and/or live scan may also be conducted.

- **Credit Report History:** If job related (as defined by CA Labor Code 1024.5), LSU shall review the candidate's credit report, pursuant to credit check regulations. The review of the applicant's credit report shall comply with the requirements of the Consumer Credit Reporting Agencies Act. (CCRAA)
 - **Motor Vehicle Records/ Licensing Check:** If job related, verification of a valid California driver's license for positions that require employees to drive for work purposes. Additional requirements of the license may be verified (such as type of license and endorsement) for positions that require it. Verification of current insurance may also be required.
 - **Professional Licensing, Certification, and/or Credential Verification:** If job related, LSU shall verify professional licenses, certifications, and/or credentials to ensure that they are current and valid for practice. LSU may also assess if any disciplinary action(s) have been taken through the licensing board or other appropriate source.
- **5.5 Confidentiality and Records Retention.** LSU shall maintain the confidentiality of the background check results, unless otherwise required by law. Only record custodians shall be notified and shall have access to the results.
 - **5.6 Adverse Action/Right to Appeal.** If any background check information is used to make an employment decision and adverse action occurs, the individual shall be notified and given the right to appeal.