



| | | |
|--|--|---|
| <p align="center">Policy Title</p> <p align="center">Employment Criminal Background Check</p> | <p align="center">Original Adoption Date</p> <p align="center">7/01/07</p> | <p align="center">Policy Number</p> <p align="center">HR-189</p> |
| <p align="center">Responsible College Division/Department</p> <p align="center">Human Resources</p> | <p align="center">Responsible College Manager Title</p> <p align="center">Chief Human Resources Officer</p> | |
| <p align="center">Policy Statement</p> <p>Lakeshore Technical College has a long-standing commitment to maintain the highest standards of conduct on the part of both staff and students as well as to provide a safe and healthful learning and work environment. In addition, employing quality staff is one of the most important obligations of the College because of its impact on academic programs. Accordingly, the College has adopted an Employment Criminal Background Check policy for all new employees, including student workers. The policy also authorizes the College to conduct criminal background checks on current employees when deemed necessary.</p> <p>New Hires: The Human Resources Department will conduct criminal background checks on all new employees, including student workers. Employment is contingent on completion of Background Information Disclosure (BID) form, securing a summary of records of criminal conduct as applicable, and reviews by College officials.</p> <p>Current Employees: The College may conduct criminal background checks on current employees when deemed necessary. All employees are required to notify the College Human Resources department if they are the subject of any criminal charge and/or criminal conviction during the term of their employment by the College. Failure to notify the Human Resources department may be cause for dismissal.</p> | | |
| <p align="center">Reason for Policy</p> <p>The Wisconsin Technical College Board has approved State Policy #801 which directs college districts to conduct criminal background checks on newly hired employees.</p> | | |
| <p align="center">Cross References and Legal Review</p> <p>Employee Code of Ethics and Conflict of Interest Policy Progressive Discipline Policy</p> <p>Reviewed/Revised: 11/23/2015 Legal Counsel Review and Approval: 12/3/08; 9/17/13 Board Policy:</p> | | |
| <p align="center">Definitions</p> | | |