

Orangeburg-Calhoun Technical College Statement of Policy

Title: Background Checks (Employment)

Number: 8.012

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Department of
Responsibility: Human Resources

Authorization:

Area Commission Chairman

President

Date Approved: September 18, 2007

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Last Reviewed: June 15, 2021

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 COLLEGE. THE COLLEGE 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.

Orangeburg-Calhoun Technical College 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 Orangeburg-Calhoun Technical College to require at a minimum, SLED checks (or other comparable criminal background checks), E-Verify, and sex offender registry search. The background checks may include, reference checks, social security number trace, credit history checks (applicable to prospective employees who will be responsible for handling or spending public funds), driving records check and education records check based on job relevancy. Background checks will be conducted on full-time equivalent positions, temporary grant positions, adjunct positions and temporary positions deemed necessary.

Employment will be contingent upon the results of the background check. The college will also perform a background check on employees who have an inactive work period of 12 months or more. The college may perform background checks on current employees who teach on a high school campus for the college or participate in clinical at one of clinical sites for the college. Employees hired prior to the implementation of the revised Orangeburg-Calhoun Technical College's Background Checks Policy, will be subject to a background check if there is reasonable cause. Conducting background checks will ensure that individuals invited to join the college have honestly presented their

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background and qualifications in oral representations and in written materials, including the application for employment and any supporting documents.

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 checks process. Results of the background checks are sent directly to Human Resources.