

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 6.036

Title: Background Checks for All New Employees

<u>Authority: Board Action</u>	Original Adoption: April 10, 2013
	Effective Date: July 1, 2013
	Last Revision: April 10, 2013

With this policy, the Board of Supervisors establishes a practice of pre-employment background checks for all new employees of Louisiana's Community and Technical Colleges. This policy is consistent with the Board's commitment to provide the highest level of quality education and training and to ensure the safety of students, staff, visitors and property of community and technical colleges.

POLICY STATEMENT: Each LCTCS entity shall develop a pre-employment background check policy for all new faculty and staff, including classified staff, unclassified staff and all full time, part time and temporary faculty and staff.

CONTENTS OF EACH POLICY:

- At a minimum, all colleges and entities will require criminal background checks of all new employees as defined above.
- Policies must specify that all applicants are notified that employment is conditional upon background checks and the type of background check required.
- All entities will obtain the prospective employee's signature consent for a pre-employment background record search.
- All policies will require searches through an appropriate law enforcement agency, reporting agency or third party vendor at the entity's expense.
- All colleges must provide final background check policies to the LCTCS Office of the Senior Vice President for Finance and Administration.