

Administrative Policy

Suffolk County Community College

Policy on Background Checks

Suffolk County Community College is committed to providing a safe and secure environment for its students, employees and guests. Therefore, the College will conduct pre-employment background checks of individuals who have received a bona fide pending offer of employment. These background checks will be conducted through a third-party vendor. During the pre-employment process, applicants will be advised that the College conducts these background checks. Employment at the College will be contingent on the satisfactory outcome of background checks as well as the satisfactory completion of employment/professional references and all required pre-employment paperwork. If deemed relevant to the position for which an applicant is being considered, the College may also elect to request a credit report through a third-party vendor. In those instances, applicants will be advised that the College is conducting these credit checks and employment at the College will be contingent on a satisfactory outcome.

All background checks will be administered through the Office of Human Resources and conducted pursuant to procedures promulgated by the Office of Human Resources. In the event that a background check reveals a conviction and/or a pending charge, the Assistant Vice President for Human Resources will review the report and make a decision regarding employability. If needed, s/he will discuss the conviction(s) and/or pending charge(s) with the College General Counsel for his/her recommendation. When determining employability, the following shall be considered:

- (1) Whether employment would involve an unreasonable risk to property or would pose a risk to the specific safety and security of students, employees and guests
- (2) The applicability of the conviction to the duties of the position applied for
- (3) The age of the person at the time of the offense
- (4) The time that has elapsed since the offense
- (5) The seriousness of the offense
- (6) The employment history since the offense
- (7) Any evidence of rehabilitation and good conduct
- (8) Any evidence of commutation, reversal or pardon and
- (9) The public policy of the State of New York to encourage the employment of individuals previously convicted of criminal offenses.

Approved by Executive Council – June 14, 2011