

Doc. T10-088

Passed by the Board of Trustees on December 8, 2010

**UNIVERSITY OF MASSACHUSETTS
POLICY ON EMPLOYEE BACKGROUND REVIEWS**

The University of Massachusetts is committed to providing a safe and secure environment that is supported by qualified employees for all of its students, faculty, staff, and residents to carry out the University's teaching, research, and public service missions. As a condition of employment, the University will conduct appropriate background reviews for all new hires. This policy will be implemented in a manner consistent with the rights of privacy, equal opportunity, and academic freedom afforded to those who serve the University.

UNIVERSITY OF MASSACHUSETTS
GUIDELINES FOR THE POLICY ON EMPLOYEE BACKGROUND REVIEWS
(Doc. T10-088)

The following guidelines are issued pursuant to the University of Massachusetts Policy on Employee Background Reviews. Subject to these guidelines, the Chancellors shall develop and promulgate detailed campus procedures for the conduct of employee background reviews.

1. As a condition of employment, every new hire at the University shall be subject to a background review that includes the following: verification of education, previous employment, and licensure (where such licensure is required in the position qualifications or is cited on an application, resume, Curriculum Vitae, or cover letter); reference checks; and a criminal background check. In addition, The University may require as a condition of employment for candidate finalists for appropriate positions, as identified by each campus, such other background reviews as financial history, credit, and motor vehicle records.
2. The successful finalist candidate for each position shall be required to complete a pre-employment form on which he/she attests that he/she understands that his/her employment is subject to the background reviews described above. In addition, each such candidate shall be required to indicate under penalties of perjury whether he/she has been convicted of a felony within the past seven years.
3. Campuses may, at their discretion, include a reference to the University's Policy on Employee Background Reviews in position advertising and descriptions.
4. Each campus shall identify the central administrative office(s) that will be authorized to request, review, and maintain security for background reviews.
5. Campuses shall develop procedures under which candidates for employment may challenge and seek to correct information contained in background reviews that they believe to be inaccurate. Such procedures shall, where applicable, comply with the requirements of the Federal Fair Credit Reporting Act and standards established by the Criminal History Systems Board, or any successor agency, for Criminal Offender Record Information.
6. All records of background reviews shall be kept separate from other personnel files, and access to the records shall be limited to certified University personnel responsible for the conduct and processing of such reviews.
7. Determinations of suitability for employment shall be made consistent with standards in effect at each campus and in compliance with University policies and guidelines and applicable laws and regulations.
8. The above guidelines shall apply to all positions that are filled by appointment on a benefited full-time or part-time basis. A campus may establish procedures more stringent than those called for above and may, at its discretion, require background reviews for other positions, including non-benefited, temporary, seasonal, volunteer, and/or student positions.

9. The President of the University shall have the authority to interpret and amend these guidelines.