

POLICY

BACKGROUND CHECK POLICY

6027

All employment at Bullhook Community Health Center, including but not limited to; staff, providers, volunteers, board members, etc., is contingent upon clear results of a favorable background record check.

Background record checks will include, at a minimum, checks of the following areas:

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- **Prior Employment Verification** confirms applicant's employment with the provided companies, including dates of employment, position held and additional information available pertaining to salary/wages, performance rating, reason for departure and eligibility for rehire. This will be run on past two (2) employers or seven (7) years, whichever comes first.
- **County and/or State Criminal** will include counties/state(s) of past residence for a period of up to seven (7) years. The state record check typically includes counties within the state. A county criminal check will be performed when a statewide criminal record search is unavailable.
- **Federal Criminal History** checks district courts for any crimes committed in violation of federal law. Record search is conducted for the standard seven (7) year history.
- **Expanded National Criminal Supplemental Database Search** includes, but not limited to, State Department of Corrections and National Sex Offender databases. Included in record check is Social Security Tracer which will gather current and past alias names and addresses.
- **Department of Health and Human Services (DPHHS)** child abuse registry check.
- **Personal and Professional References:** Calls will be placed to individuals listed as references by an applicant.
- **Educational Verification** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.

The following additional searches will be required if applicable to the position:

- **Occupational License or Certification** confirms employee's licensure or certification, appropriate for position.
- **Motor Vehicle** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

- **Credit History** confirms candidate's credit history. This search will be run for positions that involve management of Bullhook Community Health Center funds and/or handling of cash.

Bullhook Community Health Center will follow all applicable FCRA requirements throughout the background check process. Any questions regarding FCRA must be directed to the Human Resources representative. The Human Resources Director will be responsible for ensuring compliance with state laws regarding employment of individuals with criminal records.

Criminal background inquiries shall be maintained in a secure file, separate from the employee personnel files and shall be maintained in the Human Resources Department.


In addition to any eligibility requirements imposed by state or federal laws, as a matter of BCHC policy, individuals who have been convicted of any of the following offenses may be ineligible for employment:

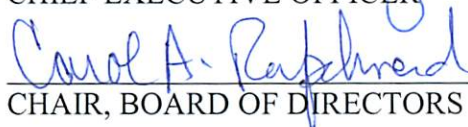
- i. any job-related conviction including sexual harassment
- ii. any drug related offense
- iii. any theft related offense
- iv. any offense involving physical or mental abuse of another individual
- v. any offense which raises legitimate concerns for the welfare of children, clients, patients, or employees
- vi. vii. any offense which would result in the loss of the individual's license or certification

Should an applicant or employee disclose a conviction for one of the offenses listed above, eligibility for future employment will be determined by the department head or manager in consultation with the Human Resources Director. The Human Resources Director will maintain a record of all such determinations.

Employees convicted of a felony or misdemeanor offense listed above must report the conviction to the Human Resources Director and the appropriate department head or manager within five (5) business days. Failure to do so may result in discharge.

Bullhook Community Health Center reserves the right to modify this policy at any time without notice.


 _____ Date: 9-12-16
 CHIEF EXECUTIVE OFFICER


 _____ Date: 9-12-16
 CHAIR, BOARD OF DIRECTORS

Date first adopted	05/21/2014
Date Revised/QI Board approval	05/21/2014
New date adopted/Board of Directors approval	06/24/2014, 09/12/2016