



CRIMINAL BACKGROUND CHECK

PERSONNEL | 300.306

Last Reviewed:

[insert date]

Executive Staff Approval

[insert date]

Board Approval

[insert date]

1. Policy Purpose

The safety and protection of students, employees, visitors and property of Mountainland Technical College is critical to fulfilling its mission in the community. In order to avoid potential risk, the College regulates the employment of individuals who have criminal backgrounds counter to that mission. The purpose of this policy is to establish a process and guidelines for conducting criminal background checks on employees and applicants for employment.

2. Policy Statement

[Provide a clear and concise statement of the University's principles on the issue.]

3. Definitions

[If applicable insert definitions]

4. References

- 4.1 Utah Code Annotated, Title 53B-1-1-110, State System of Higher Education, Criminal Background Check of Prospective and Existing Employees of Higher Education Institutions
 - 4.2 Utah System of Technical Colleges Criminal Background Check policy (#400)
 - 4.3 UCA Title 76, Chapter 5, Offenses against the Person
-

5. POLICY

- 5.1 It is the policy of Mountainland Technical College that fingerprint background checks are required of the following:
- 5.1.1 As a condition of employment, all final applicants for any position at the College will be required to submit to a fingerprint background check.
 - 5.1.2 Existing employees, as a condition of continued employment, will be required to submit a fingerprint background check a minimum of once every six years or where reasonable cause exists.

If an existing employee has completed the fingerprint background check process to complete a requirement for their licensure, they will not need to complete this twice. They will simply need to provide proof to the Human Resources department Substitute instructors will be required to submit to a fingerprint background check if they do not log teaching hours at the College over a period of two years.

- 5.1.3 Volunteers, trainers or independent contractors who apply for any position that involves significant unsupervised contact with minors, or secondary students will be required to submit to a fingerprint background check.
- 5.2 Reporting Requirements of Existing Employees:
- 5.2.1 An existing employee who is arrested for any offense more serious than a class C misdemeanor is required to report the arrest as soon as possible or within 48 hours to their immediate supervisor or the Director of Human Resources. The employee is expected to continue working scheduled hours unless directed otherwise.
 - 5.2.2 All information relating to the arrest will be reviewed by the College President or his designee and the Director of Human Resources to assess employment status and appropriate action. If the reported offense causes concern for the safety and well-being of students, concern for the protection of College property, or concern for the public image and reputation of the College, the employee or volunteer may be suspended from having any contact with students and/or property while on the job or

suspended from working entirely until the case is resolved. If the resolution of the case results in conviction, disciplinary action up to and including termination, may result.

6. Revision History

Last Reviewed	Executive Committee Approval	Employee Review	Board Approval
7/1/2020	7/13/2020	9/1/2020	8/19/2020