



Background Check Policy

Policy Number: 042

Supersedes Policy #HR 007 - 2008; #042 2016

Approved: 9/22/2021

Authorized by: Board of Trustees

Effective 10/01/2021 - 3/30/2023

Review Date: 1/30/2023

1) Purpose:

To describe the methods, terms and conditions under which background checks are conducted.

2) Scope:


Applies to the background checks of individuals offered employment with Timberland Regional Library (TRL). This policy applies only to new hires and rehires separated longer than ninety (90) days.

3) Background: None.

4) Definitions: None.

5) Policy:

- A. Background checks are conducted to verify the accuracy of the information provided by the candidate and to assist in determining the candidate's suitability for employment.
- B. TRL may use a third-party administrator to conduct background checks. The type of information that can be collected by TRL includes, but is not limited to, criminal background, education, employment history, credit, and professional and personal references. The background check will be tailored to the position sought.
- C. All candidates will be advised that a background check will be required, and candidates must sign appropriate authorizations giving permission before the background check can be conducted. TRL reserves the right to make the sole determination concerning information or any employment decision arising out of the background check.
- D. Background checks are required for all new hires; this includes all full-time, part-time and temporary part-time employees, and individuals providing substitute services. Background checks must be completed and results verified before employees begin work. At no time should an employee begin work until Human Resources has verified results of the background check.
- E. Background checks are required for all rehires separated for longer than ninety (90) days.

- F. Candidates for positions who will or may have unsupervised access to children under sixteen (16) years old, developmentally disabled persons, or vulnerable adults during the course of their employment will be required to provide mandatory disclosures of criminal history pursuant to *RCW 43.43.834*.
 - G. Candidates who provide false or misleading information in their application and/or authorization for a background check may be eliminated from any further consideration or may be terminated at any time if the misrepresentation is discovered after employment commences. Candidates are expected to provide accurate and complete information and not to omit material information.
 - H. A background check will not encompass consideration of a candidate's credit history unless required by law or unless such information is substantially job related and TRL's reasons for consideration of credit information are disclosed to the candidate.
 - I. All candidates shall be individually reviewed and decisions made with respect to employment based on the totality of the candidate's qualifications and the results of the background check.
 - J. A candidate will not be rejected based on a criminal record unless exclusion is job-related and consistent with business necessity. The determination will be based on the following factors:
 - 1. The nature and gravity of the offense(s) committed;
 - 2. The amount of time that has passed since the offense was committed; and
 - 3. The nature of the job for which the candidate is being considered.
 - K. Where appropriate, if TRL determines that a candidate's criminal record should preclude employment in the position sought, the candidate will be notified and afforded an opportunity to demonstrate why the criminal record should not preclude employment. Prior to taking adverse action, appropriate notices will be sent to the candidate pursuant to federal and state Fair Credit Reporting Act laws.
 - L. The results of background checks will be kept confidential, and information will be shared only with TRL personnel with a need to know.
 - M. TRL is committed to ensuring that its background checking procedures comply with all applicable laws, including the Fair Credit Reporting Act, federal and state equal opportunity laws, and all other applicable legal authority affecting the performance of background checks.
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6) References:

A. None.

7) Citations:

A. *RCW 43.43.*

B. *RCW 49.60.*

C. Title VII of the Civil Rights Act.

D. Fair Credit Reporting Act, 15 USC 1681 et seq.

E. Fair Credit Reporting Act, *RCW 19.182.*

Cheryl Heywood 9/22/2021

Cheryl Heywood, Executive Director

Bob Hall 9/22/2021

Bob Hall, President

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

