



POLICY

TITLE: Background Checks

POLICY NUMBER: 042

EFFECTIVE DATE: 4/20/2016

REVIEW DATE: 4/1/2023

SUPERSEDES POLICY NUMBER(S): HR 007

AUTHORIZED BY: Board of Trustees

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 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 his or her 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.
 - c. Background checks are conducted post-offer. Candidates must sign a written waiver 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 90 days.

6. References: None.

7. Citations:
- 1. RCW 43.43
 - 2. RCW 49.60
 - 3. Title VII of the Civil Rights Act

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.

Approved by the Board of Trustees April 20, 2016