

University of Illinois at Springfield Policy on Criminal Background Checks for Security-Sensitive Positions

Purpose

To ensure compliance with the State of Illinois Campus Security Act by conducting criminal background checks on applicants considered for employment in UIS positions that are identified as being security-sensitive.

Sources and Background

State of Illinois Campus Security Act (Public Act 88-629)
State of Illinois Care Worker Criminal Background Check Act
Uniform Criminal Information Act

Applicability

Candidates considered for UIS academic professional and civil service staff positions that have been identified as being security-sensitive. Positions designated by the University as security-sensitive are listed on attached Appendix A for civil service and Appendix B for academic professionals, which may be revised from time to time by the Office of Human Resources following formal consultation with the appropriate constituent groups and approval by the Chancellor.

Policy

To avoid risk to the campus, UIS will not hire individuals in any position identified as security-sensitive without a criminal background check. The University will require a criminal background check for the identified positions following an offer of employment. No person shall be hired into such a position at UIS until the results of a criminal conviction check are received, with the exception of unusual circumstances. Given such circumstances and subject to approval by the appropriate vice chancellor or designee, an applicant may be conditionally hired into a position identified as security-sensitive pending the results of the criminal background check.

Candidates for security-sensitive positions must be notified that UIS will request a criminal background check, must provide written authorization to conduct the check as a condition for employment, and must be informed of the right to obtain a copy of the

criminal background check. There are two levels of criminal background checks: a comprehensive criminal background check and a criminal background check. A comprehensive criminal background check provides state and federal record checks, arrests and driver's license checks, while a criminal background check provides criminal felon information, convictions, wanted, and conviction status. Notice will be given to the affected candidate to correct anything in the criminal background check that they believe is inaccurate. If the check indicates a criminal conviction, the candidate (or conditionally hired employee) will be denied employment in a position designated as security-sensitive unless an appeal results in a different finding or the responsible vice chancellor makes a contrary decision as provided below.

The program will be administered by the Office of Human Resources. Costs associated with the initial criminal background check or comprehensive criminal background check will be borne by the employing unit. Information the University receives regarding criminal background checks will be collected and maintained on separate forms and in separate files apart from personnel files. All such records will be kept confidential, maintained for a minimum of two years, and released only in accordance with provisions of applicable laws.

Criminal activity as defined in Section 25 of the State of Illinois Health Care Worker Criminal Background Check Act may be a bar to employment at UIS under the Campus Security Act.

Appeal Process

The candidate may challenge the accuracy and completeness of the report by requesting a fingerprint-based verification check by contacting the Assistant Vice President for Human Resource (AVPHR) or his designee within two (2) work days of receiving notification in writing of the results by overnight mail. The cost for a fingerprint-based verification check to challenge the accuracy and completeness of the initial test will be the responsibility of the candidate (or conditionally hired employee).

The vice chancellor responsible for the employing unit may agree to seek a review by the AVPHR to determine if employment in that security-sensitive position is appropriate and consistent with UIS policy. The AVPHR will review the results and give consideration to the circumstances of the conviction and requirements of the security-sensitive position, and will then make a recommendation to the vice chancellor responsible for the employing unit. The vice chancellor will review the AVPHR recommendations and render a decision. The decision of the vice chancellor responsible for the employing unit is final.