

Mayville State University Employee Criminal History Background Checks

1. All employees at Mayville State University, full-time or part-time, and including students, must complete a Criminal Background Check prior to beginning their employment or volunteer work, and in accordance with SBHE policy 602.3. Any offer of employment is contingent upon the successful completion of said background check.
2. Volunteers are any non-employee people working no more than ten hours a week. Background checks are required every twenty-four (24) months for any volunteers, who:
 - i. have access to confidential or proprietary information;
 - ii. have master keys;
 - iii. have access to cash, credit, debit or other financial transactions;
 - iv. are resident hall and/or apartment managers, directors or assistants;
 - v. are child care employees and other employees who have unsupervised contact with minor children;
 - vi. are responsible for, or with access to, controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances;
 - vii. are instructional faculty and staff, including graduate teaching assistants; and,
 - viii. are counselors and coaches.
3. Possessing a criminal history is not an absolute bar to employment or volunteerism. A determination will be made based on the type of conviction(s), the date the conviction(s) occurred, and the relevance of the conviction(s) to the position the applicant is seeking. A conviction means the result of a trial or other legal proceeding ending in a judgment or determination that a person is guilty of a criminal violation, including a plea of nolo contendere or its equivalent. An offer may be withdrawn as a result of these considerations.
4. The Director for Human Resources; appropriate Cabinet Member; hiring manager for the position; and others as deemed necessary will review the record information if deemed necessary; chaired by the Director for Human Resources.
5. The Human Resources Department shall certify that a criminal records check has been completed as required by this policy and, if the check reveals any discrepancies or criminal convictions, HR will notify the Vice President of Business Affairs, and may consult Legal Counsel whom will make a recommendation regarding whether the background check information is cause for disqualifying the applicant.
6. The background checks must be completed before beginning employment. If there is an urgent documented need to start employment; within seven working days of selection and prior to the completion of the check, the employee may begin work as scheduled, under proper supervision; however, continued employment is subject to successful completion of the checks.

Adopted: Spring, 2009

Reviewed: April 20, 2011

Revised: May 4, 2011; July 18, 2022

Sponsor: Director of Human Resources