

## Employee Policies

### 2.1.9 Background Checks and Clearances for Exempt Status Administrative New Hires

*Policy approved by the Board of Trustees – January 23, 2007*

*Policy effective February 4, 2008*

*Policy approved by the Board of Trustees – August 27, 2014*

*Policy approved by the Board of Trustees – June 24, 2020*

*Policy approved by the Board of Trustees – May 24, 2023*

*Policy approved by the Board of Trustees – March 25, 2026*

As a condition of employment, all newly hired coordinators, directors, executive directors, deans and vice presidents of the college are required to undergo National Criminal Database Search and Drug Screen Test at the college's expense. In addition, if the college deems it appropriate for the position, the candidate's work history and all other information on the candidate's resume will be submitted for verification to a third-party organization at the college's expense.

These background checks and clearances are in addition to the PA Criminal Record Check, PA Child Abuse History and FBI Background Check Clearances required for all new employees prior to a start date being determined.