

## **NEW JERSEY CITY UNIVERSITY Employment Background Check Policy**

New Jersey City University seeks to provide a safe campus environment for its students, faculty and staff. To that end, the University conducts a series of background checks for prospective new hires. This policy is applicable to all full-time, part-time or temporary faculty, staff and volunteer positions. Background information that is falsely reported may be cause for withdrawal of an offer of employment and/or cause for termination of employment. The type of background check performed is dependent on the position.

### **Reference Checks and Background Checks**

Reference checks and criminal background checks will be conducted for all new hires of regular, full-time and part-time or temporary faculty and staff and for other hires within the discretion of the University. The Department of Human Resources is responsible for initiating or overseeing the appropriate background checks and/or testing. Department heads will be responsible for reference checks in the case of unclassified staff. New hires and employees assigned to the Early Childhood Learning Center and A. Harry Moore School are subject to criminal background checks in accordance with N.J.S.A. 18A:6-7.1. Criminal background checks will be conducted for new hires assigned to positions requiring regular contact with children under the age of 18. The University requires fiduciary checks for applicable jobs. Reference checks and background checks will be conducted for volunteers within the discretion of the University, with the exception that all volunteers at the Early Childhood Learning Center will be subject to criminal background checks.

### **Degree/Diploma Verification**

Degree and diploma status will be verified in each case when a degree or diploma is a requirement of the position. Degree status published in University publications will also be verified.

### **Current Licensure and or Certification Verification**

When required for the position, current licensure or certification will be verified.

### **Drug and Alcohol Testing**

Security officers and those positions whose duties involve transportation of passengers or the operation of equipment will be tested for drugs and alcohol as a pre-employment requirement. An employee may be required to submit to a drug and alcohol test in accordance with the University's Fitness for Duty Policy.

### **Physical**

A physical examination is required for all uniformed positions in the Departments of Facilities and Construction Management and Public Safety.

### **Driver's License**

Driver's license checks are required for all positions in Facilities and Construction Management, Public Safety, admissions counselors, coaches, as well as any positions where duties and responsibilities include driving. This check is done at time of hire, and annually thereafter.

### **Fitness for Duty**

The University may require an employee to be medically evaluated by doctors of the University's choice whenever it has reason to believe that the employee is unable to perform the duties of his/her position or cannot do so in a way that would not create a serious threat to the health and safety of him/herself or others, even with reasonable accommodations.

**Approved by the Board of Trustees  
September 11, 2006**