

**RESOLUTION REQUIRING CRIMINAL BACKGROUND CHECKS,  
INCLUDING FINGERPRINT CHECKS, FOR EMPLOYMENT IN CERTAIN  
UNIVERSITY PROGRAMS NOT UNDER THE SUPERVISION OF THE  
COMMISSIONER OF EDUCATION**

**WHEREAS:** Employees hired by local school districts under the supervision of the Commissioner of Education must undergo a criminal history check, including a fingerprint check, and are disqualified from employment where the check reveals a record of conviction for certain crimes (see N.J.S.A. 18A:6-7.1); and

**WHEREAS:** The University conducts certain programs which involve individuals who are students enrolled in local school districts supervised by the Commissioner of Education; and

**WHEREAS:** The overwhelming majority of local school district students are under the age of 18 years; and

**WHEREAS:** The preventive and protective benefits of a criminal history check should apply to local school district students who enroll or participate in University educational programs; be it therefore

**RESOLVED:** That any University employee who is initially hired, after the approval date of this resolution, in a position in a University program requiring regular contact with students attending local school districts who are enrolled in the University program which is not subject to the supervision of the Commissioner of Education, shall undergo a criminal history check, including fingerprint check, conducted by the State Bureau of Investigation; and be it further

**RESOLVED:** That a University employee initially hired into a position in said program prior to the approval date of this resolution shall be exempt from the criminal history and fingerprint check, provided that the exemption shall not apply to temporary, intermittent or seasonal hires; and be it further

**RESOLVED:** That if a University employee's criminal history check reveals a record of conviction involving disqualifying offenses as described in N.J.S.A. 18A:6-7.1 et al., the employee shall be disqualified from employment or continued employment with the University; and be it further

**RESOLVED:** That for University employees who are subject to disqualification from employment with the University due to conviction information contained in the criminal history check, the disqualification from employment shall not be imposed without the employee first having an opportunity to challenge the accuracy of the disqualifying criminal history record; and be it further

**RESOLVED:** That University employees who are subject to criminal history checks including fingerprint checks pursuant to this resolution are obligated to report to their respective Vice President if they have been arrested or subject to prosecution for any disqualifying offense within 10 days of the arrest or prosecution; and be it further

**RESOLVED:** That the University employee's failure to report to the Vice President an arrest or prosecution for any disqualifying offense shall constitute grounds for dismissal; and be it further

**RESOLVED:** That for said University employees a conviction from an arrest or prosecution for any disqualifying offense shall constitute grounds for dismissal; and be it further

**RESOLVED:** That the Employment Background Check Policy approved pursuant to Board of Trustees resolution on September 11, 2006, shall be modified to conform to the requirements of this Resolution; and be it further

**RESOLVED:** That the Board of Trustees of New Jersey City University on this seventh day of July 2009, hereby approves this Resolution requiring criminal background checks, including fingerprint checks, for employment in certain University programs not under the supervision of the Commissioner of Education.