

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

STATEMENT OF POLICY

POLICY NUMBER: 8-7-109

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POLICY TITLE: BACKGROUND CHECKS

LEGAL AUTHORITY: Section 59-53-20 of the 1976 Code of Laws of South Carolina, As Amended

DIVISION OF RESPONSIBILITY: Human Resource Services

DATE APPROVED BY BOARD: May 23, 2007

DATE OF LAST REVISION: July 25, 2023

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

The State Board for Technical and Comprehensive Education (SBTCE) desires to create a safe and secure work and learning environment to ensure that its employees are qualified to perform the jobs for which they are hired. Accordingly, it is the policy of the SBTCE to require at a minimum, SLED checks (or other comparable criminal background checks) and E-Verify. Other related background checks may include, but are not limited to, reference checks, education/credentials verification, credit checks, and driving records checks, based on the nature of the position.

Employment will be contingent upon the results of the background check, relevant to the position. Conducting background checks will ensure that individuals invited to join the System Office/College have honestly presented their background and qualifications in oral representations and in written materials, including the application for employment and any supporting documents.

Date of Last Review: July 25, 2023

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Information obtained from background checks will be confidential and will comply with the Fair Credit Reporting Act (FCRA). To ensure confidentiality of all applicant information, Human Resources coordinates the background investigation process. Results of the background checks are retained in Human Resources.