

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-7-109.1

PAGE: 1 of 2

TITLE: BACKGROUND CHECKS

POLICY
REFERENCE NUMBER: 8-7-109

DIVISION OF
RESPONSIBILITY: Human Resource Services

DATE OF LAST REVISION: July 13, 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 requires, 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. During the recruitment and selection process, applicants will be informed of the System Office/College Background Checks Procedure.

The System Office/College is responsible for the costs associated with conducting background checks. Applicants are asked to sign a release form authorizing the background check and release of information from former employers, educational institutions, or other organizations as part of the background check process. A refusal to sign such a release form eliminates the applicant from further consideration for employment.

Applicants who provide misleading, erroneous, or deceptive information on the application form, resume, or during an interview may be eliminated from further consideration for employment.

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-7-109.1

PAGE: 2 of 2

Employment-related background checks will be initiated through the Human Resources Office¹. All results of the checks will be kept confidential except when it is necessary to determine if a potential employee's employment status may be adversely impacted. The System Office/College may identify a committee to assist with this decision. Human Resources will retain an electronic and/or paper version of the background check results and release form in a secured location.

Once the final candidate is selected, a conditional job offer of employment may be extended contingent upon the results of the background check, relevant to the position. If the results reflect issues of concern, a final decision must be rendered, which may result in the terminating of employment or rescinding of the original offer.

The System Office/College will provide for fair and unbiased treatment regardless of race, color, religion, sex (including pregnancy, childbirth, lactation, or related medical condition), national origin, age (40 or older), disability, genetic information, or any other protected classes deemed unlawful under the State or Federal law. The System Office/College will comply with the Fair Credit Reporting Act (FCRA), Americans with Disabilities Act (ADA) as amended, Equal Employment Opportunity Commission (EEOC) guidance, and other federal and state laws as it relates to the use of background checks for employment purposes.

¹ Specific background checks related to programmatic requirements (e.g., nursing clinical requirements, truck driving training) may be processed outside of the Human Resources Office, with prior Human Resources authorization.