



POLICY RESOURCES

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Applies to:	Marshall University Research Corporation (MURC)
Title:	Background Checks
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It is the policy of Marshall University Research Corporation (MURC) to conduct background checks on individuals it hires in employment categories Full-Time and Part-Time A (see MURC Human Resources Policy and Procedure 3, Employment Categories). Additionally MURC may also at its discretion conduct background checks on individuals it hires in employment categories Part-Time B and Temporary. Typical situations suggesting background checks for individuals to be employed in these latter two categories would include working with minor children not the students of Marshall University or having access to financial resources. MURC may also at its discretion conduct a background check of a present MURC employee who did not receive a background check at commencement of MURC employment.

The background checking process for MURC is provided in whole or in part by Marshall University Human Resource Services as a part of its service agreement with MURC (see MURC Human Resources Policy and Procedure 6, Human Resources Support). MURC background checks are paid for by MURC and are not charged to employees except in the case of a fee remitted from personal funds to an educational institution in order to generate a degree certificate or an academic transcript to prove possession of an academic degree.

Background checks at MURC may include any or all of the following components:

- (1) Criminal records checks in the counties and federal court districts in which the individual has resided for the last ten (10) years preceding employment by MURC;
- (2) Sex and violent offender registry checks in the counties (or states) in which the individual has resided for last ten (10) years preceding employment by MURC;
- (3) Verification of education IF an academic degree was required as a qualification for employment;
- (4) Verification of employment for employment documented by the prospective employee for the preceding ten (10) years.
- (5) Healthcare sanctions registry check (see definition below) IF the new or prospective MURC employee is working or will work in any phase of healthcare services or healthcare research; and/or
- (6) A Credit Report IF the new or prospective MURC employee will have financial or budgetary responsibilities at MURC.

(7) A foreign national employed by MURC is subject to a criminal background check in the countries he/she has lived in prior to October 24, 2001, if his/her visa was issued prior to the enactment of the federal Patriot Act on the above date.

Definitions:

Authorization: Refers to a properly completed form, signed by the prospective or new MURC employee subject to a background checking requirement, authorizing the completion of a background check and submitted to Marshall University Human Resource Services. An authorization form for this purpose is available on the MURC section of the Marshall University Human Resource Services website at:

<http://www.marshall.edu/human-resources/murc/> .

The individual submitting the authorization form should retain a copy.

Employee: A prospective or new Full-Time or Part-Time A (benefits-eligible) employee of MURC who is subject to background checks as set forth herein. Employee may also refer to a Part-Time B or Temporary employee according to the situation. The term employee as used herein may refer to a person not yet an employee but selected for prospective employment through recruiting processes. Further, the use of the term employee does not mean that the subject individual has commenced or will commence employment but rather means that the individual is scheduled for employment subject to satisfactory results on the background check process.

Employing Department: The office, unit, laboratory, college, or facility within which the new or prospective MURC employee subject to background check works/will work. If a MURC manager or his/her designee verifies education and/or prior employment themselves instead of through Human Resource Services and the third-party provider, employing department refers to the organizational level at which records of the results of such verifications will be maintained.

Healthcare Sanctions: Refers to the U.S. Department of Health and Human Services' Office of Inspector General's (OIG) database for individuals and businesses excluded or sanctioned from participating in Medicare, Medicaid, or other federally-funded health care programs. The database is comprised of information from some or all of the following organizations: OIG (U.S. Office of Inspector General); GSA (U.S. General Services Administration); FDA (U.S. Food and Drug Administration); DEA (U.S. Drug Enforcement Agency); and actions taken by any of state licensing board. See "sanctioned individual."

Human Resource Services/HR Services: Marshall University Human Resource Services which provides human resources support to MURC through a service agreement (see MURC Human Resources Policy and Procedure 6, Human Resources Support).

Marshall University Research Corporation: The employer as identified in this policy and procedure. Referred to elsewhere in this policy and procedure as MURC.

Policy and Procedure: With respect to background checking, refers to this policy and procedure, MURC-HR-16, Background Checks.

Prohibited Person: Statutory responsibility for the determination of who is a "prohibited person" rests with the Bureau of Alcohol, Tobacco and Firearms (ATF), U.S. Department of the Treasury. A prohibited person is one who is prohibited from receiving, purchasing, or possessing a firearm. Designation as a prohibited person may result from one or more of the following: (1) conviction of

a crime punishable by imprisonment for a term exceeding one year; (2) being a fugitive from justice; (3) being an unlawful user of or addicted to any controlled substance; (4) adjudicated as a mental defective or committed to a mental institution; (5) being an alien illegally or unlawfully in the United States; (6) discharged from the Armed Forces under dishonorable conditions; (7) being a former U.S. citizen who has renounced his/her citizenship; (8) being subject to a court order that restrains the person from harassing, stalking, or threatening an intimate partner or child of such intimate partner; and/or (9) conviction of a misdemeanor crime of domestic violence.

Sanctioned Individual: Refers generally to a person who is cited in the Healthcare Sanctions database and who has been determined to be fraudulent in his/her field and/or who has had adverse actions taken against him/her by the licensing board(s) of state government(s). Reported actions leading to sanctioned individual status may include reprimands, probations, suspensions and revocations of provider licenses, cease and desist orders, exclusions for failure to pay student loans, Drug Enforcement Agency (DEA) violations, child support violations, professional misconduct, other similar sanctions and exclusions. See "healthcare sanctions."

Sex and Violent Offender Registries: Refers to local, state, or national records or databases that record criminal convictions for sexual offenses and violent crimes. A background check of sex and violent offender registries within the meaning of the policy shall consist of checks against such registries as may exist in or for the counties and states in which the subject individual has resided in during the ten years preceding employment at MURC.

Third-Party Provider: A commercial entity duly approved and retained by the University in behalf of the University and MURC to conduct on a compensated basis any, all, or some of the background checks required in policy.

Types of Background Checks Required According to Type of Employment:

The policy establishes requirements for certain types of background checks according to the type of employment the individual will have at MURC. As an aid to clarifying and understanding these specific requirements a chart is included at **APPENDIX A** to this procedure that sets forth in chart form the requirements.

Responsibilities to Accomplish Specific Components of Background Check:

Credit History Check: *HR Services* is responsible for requesting and obtaining credit history checks for prospective or new employees who would be employed under the employment types identified in the first paragraph of this policy and procedure and who would have access to or responsibility for MURC financial resources.

Criminal History Check: *HR Services* is responsible for conducting a criminal history check for all new employees subject to this policy covering their places of residence for ten years previous to the date that MURC employment would begin. Unless otherwise indicated, such criminal history check shall be confined to a check of county criminal records for the counties and the criminal records for the federal court districts the employee has resided in for the last ten years preceding the date of MURC employment. This policy and procedure may require additional criminal history checks in the case of foreign nationals (non-U.S. citizens) who are offered and who accept employment in positions subject to this policy and procedure. *HR Services* is responsible for requesting criminal background checks for foreign nationals who are subject to the policy.

Education Verification: The *Employing Department* is responsible for requesting, receiving, and maintaining official, raised-seal copies of college transcripts in connection with employment in a position that carried at the time it was posted for recruiting search a stated requirement for an

academic degree. All prospective or new employees of MURC in employment categories subject to background check are required to have education verification to the extent that the position they occupy has a stated requirement for an academic degree. Transcripts are not requested by the employing department in the case of filling a position that did not have a stated requirement for an academic degree. For persons with multiple successive degrees, the employing department is responsible for obtaining a copy of the transcript from the highest or last degree. A copy of transcripts provided by the prospective or new employee is not acceptable. The transcript must be conveyed directly by the educational institution to the employing department. Transcripts must be maintained in the files of the employing department for the full term of the individual's employment and preserved in the personnel file of the employee after termination of MURC employment according to MURC rules.

Employment Verification: The Employing Department is responsible for verifying previous employment for new employees subject to this policy and procedure. Such verification must include the preceding ten years if the prospective or new employee has been employed at least that long or all employment if employed elsewhere for less than ten years. Written information from employment verifications must be maintained in the files of the employing department for the full term of the individual's employment and preserved in the personnel file of the employee after termination of MURC employment according to MURC rules.

Healthcare Sanctions Check: HR Services will request the healthcare sanctions check for any prospective or new MURC employee subject to this policy and procedure whose work at MURC would be in the healthcare field or in healthcare-related research. See definitions for "healthcare sanctions" and "sanctioned individual."

License or Certificate Verification: The Employing Department is responsible for requesting, receiving, and maintaining proof of possession by the prospective or new employee subject to this policy and procedure of any license or certification that was stated as a condition for employment in any recruiting announcement(s). If a license shall have an expiration date and if the individual's employment continues to be in a position with a stated requirement for a license or certification, the employing department shall take steps to request, receive, and maintain any successor or renewal license or certificate. If the subject employee transfers or promotes to another position that does not have a stated requirement for a license or certificate, the requirement to secure a renewed or successor license or certificate shall be withdrawn.

Prohibited Parties (Persons) Check: HR Services will request and obtain a report from proprietary data sources offered by the Third-Party Provider that will determine prohibited person status for any prospective or new MURC employee subject to this policy and procedure who is a foreign national and/or who will work in healthcare or healthcare research.

Sex and Violent Offender Registries Check: HR Services is responsible for requesting a check of sex and violent offender registries as organized and as existing. All prospective or new MURC employees subject to this policy and procedure are subject to the sex and violent offender registry check.

Reporting of Results from Background Checks:

Except for education verification, employment verification, and/or license or certificate verification, background checks will be requested by HR Services from the third-party provider, and the third-party provider will convey to HR Services the results from background checks it conducts. Reports from background checks will not be distributed to the employing department but will be preserved in a confidential manner in HR Services. HR Services will report to the employing

department on the results from background checks and will characterize the results in one of the following three ways:

Clear: There is no information in the background check materials that is in the opinion of HR Services any bar to present or future employment of the named individual.

Cautionary: There is information in the background check materials that is in the opinion of HR Services cautionary with regard to present or future employment of the named individual. It is requested that the recipient of this form contact HR Services as soon as possible to review this material and make decisions relative to it.

Problem: There is information in the background check materials that is in the opinion of HR Services serious and requires immediate attention with regard to present or future employment of the named individual. Concurrently with the issuance of this form to the employing department, HR Services will provide a summary of the results from the background check to the Vice President, Research, and/or the Senior Vice President for Finance and Administration.

The results from background checks may in any case be reviewed in the HR Services' offices but not copied by a duly-authorized representative from the employing department, the Vice President, Research, and/or the Senior Vice President for Finance and Administration.

Storage and Preservation of Background Check Materials: Reports on background checks received from the third-party provider will be stored in a confidential and secure manner by HR Services. Such reports shall not be added to personnel files. Reports of background checks will be preserved during the active employment of the individual and after termination of employment the period of time prescribed in MURC policy.

Procedure:

Initiating Event for Background Checks: The background check process is initiated on the basis of one of the following events occurring: (1) an offer of employment extended to an individual for employment in an employment category subject to background checks and accepted by the individual; or (2) an offer of employment extended to an individual to be employed in an employment category not ordinarily requiring background checks but which MURC management has deemed necessary for background checks. It is the employing department's responsibility to initiate the background check process by having the new inbound employee complete and submit a Background Checks Authorization Form. MURC is responsible for notifying the employing department of requirements for background checks and for ensuring that HR Services is notified of such requirements. Time is critical with regard to background checks. Employing departments must act quickly to ensure that the Background Checks Authorization Form and any background checks they will conduct themselves are undertaken in such a manner as to ensure that the results from background checks will be in hand by the time the individual begins his/her employment. Background Checks Authorization Forms are to be transmitted in sealed envelopes to HR Services, Marshall University, 207 Old Main, One John Marshall Drive, Huntington, WV 25755.

Education Verification, Employment Verification, and/or License/Certificate Verification: As set forth elsewhere in this procedure, the employing department is responsible for verifying educational credentials, for verifying the most recent ten year period of employment, and for verifying any license or certificate that is required for employment. In terms of conduct of background check components, the employing department is responsible for (1) ensuring that a proper and adequate copy of a degree certificate or academic transcript for the highest academic degree as necessary is received and properly preserved; (2) ensuring that records to verify prior employment (during the ten year period preceding employment at MURC) are created and

preserved; and (3) ensuring that a valid copy of any license or certificate required for employment is obtained and preserved. Records related to these components are to be maintained at the proper administrative level as determined for that employing department. It is reasonable that the employing department will have taken steps to verify prior employment before extending an offer. The only background check components that are the responsibility of the employing department to accomplish that might not in fact be concluded before the new employee reports to work is to secure a copy of the degree certificate/transcript and/or license/certificate as necessary. HR Services will not audit on a real-time basis the proper conclusion of these three tasks as necessary by the employing department. However, if issues arise about the satisfactory resolution of these items, employing departments will be held responsible.

Education Verification: For employment which either requires a stated college degree or in situations where an employee stated possession of an academic degree that was offered in order to qualify for a position, the prospective employee will request that the Registrar of the institution that granted his/her highest degree generate an official, raised-seal copy of the transcript and send it to the designated employing department. An unofficial copy of a college transcript conveyed by the prospective employee to the employing department is not acceptable. Institutions may charge a fee for the generation of transcripts. Such fees, if any, are the responsibility of the prospective employee to pay. Failure to provide within a reasonable time period an official, raised-seal copy of the transcript for the highest academic degree earned by the individual may result in either the revocation of an offer of employment to the individual or termination of employment if already started. The length of a reasonable period of time shall be determined by the Vice President for Research, and/or the Senior Vice President for Finance and Administration.

Employment Verification: Verification of previous employment is a common business process. However, employing departments may find previous employers reluctant to provide information about their former employee. Specifically, employing departments may experience difficulty in obtaining information from former employers such as relating to the quality and quantity of the former employee's work production; how the prospective employee interacted with and related to former associates or clients; and/or what was their salary? However, as a minimum the employing department should ask four questions: (1) when did the individual start to work for that company or organization; (2) when did their employment at that company or organization end (if ended); (3) what was their job title; and (4) are they eligible for re-hire by the company or organization? Notes reflecting the answers to these four questions as a minimum should be preserved as official records in the employing department. If a former employer refuses to provide the answers to at least these four questions, contact HR Services for assistance. The employing department may ask other questions of former employers at their discretion. However, such questions must be non-discriminatory in nature, must comply with applicable policies, and must be directly related to the duties and responsibilities of the position the prospective employee would occupy. Allowed and non-allowed questions are not within the scope of this procedure. However, no question is to be asked that relates to marital status, sexual orientation, having children, prospects for having children, or injuries or illnesses sustained by the individual whether or not those had causation in former employment.

License/Certificate Verification: Certain employment positions may require possession by the individual of a license or certificate including a driver's license, a professional license, or a competency certificate. For employment with such requirements, the employing department is responsible for obtaining from the prospective employee and preserving a valid copy of the required license or certificate. Licensing or certifying institutions may impose a fee for the generation of a copy of a license or certificate. Such fees, if any, are the responsibility of the prospective employee to pay. Failure to provide within a reasonable time period a valid copy of a required license or certificate may result in either the revocation of an offer of employment to the individual or termination of employment if already started. The length of a reasonable period of

time shall be determined by the Vice President for Research and/or the Senior Vice President for Finance and Administration.

Actions by HR Services: Upon receipt of a signed Background Checks Authorization Form for a background check from a prospective employee, HR Services will time/date stamp the form and review it against the matrix of required background checks that appears as an appendix to this procedure in order to ensure that the prospective employee has provided authorization for the specific required background check components. Any discrepancies between what is required and what has been authorized will be resolved through interaction between HR Services and the employing department. If an employee has authorized more background checks than are required for the type of employment, HR Services will only obtain the minimally required background check components and will not request any additional components.

Assuming that the Background Checks Authorization Form is properly completed and signed, HR Services will enter the information on the prospective employee into the website or database provided for this purpose by the third-party provider. The third-party provider will initiate action on the background check components that have been requested.

When the third-party provider notifies HR Services that the background checks have been completed, HR Services will access the report, review it, and takes steps to summarize and communicate the results to the employing department. A paper copy of such communication shall be sent in a sealed envelope to the employing department. HR Services will characterize the results of the background checks according to the provisions of the section on Reporting of Results from Background Checks as set forth above.

Employment Actions Resulting from Background Checks:

All Required Background Check Components Concluded - Satisfactory Results: The policy requires that background checks be concluded prior to the commencement of employment of the subject individual. If the background check components that are the responsibility of the employing department to perform are accomplished properly with satisfactory results and present no problems, and if the background check components that are the responsibility of HR Services to perform are accomplished properly with satisfactory results (characterized as "Clear" according to the summarization scheme set forth above), then no action is taken to interrupt the proposed employment appointment. Files related to these activities are created and preserved according to the requirements of policy.

Required Background Check Component(s) Not Concluded: If one or more background check component required in policy according to the individual's type of prospective employment appointment is not concluded either at all or in a timely manner, then a hold shall be created on the employment appointment by the employing department. It should be noted that copies of transcripts that are requested from academic institutions or copies of licenses that are requested from licensing agencies may be submitted on timetables of the institution or agency's choosing and may not mesh with the requirements of this policy and procedure. Since the prospective employee or the employing department cannot necessarily compel the institution or agency to provide the requested transcript or license, failure to provide these by the time that employment begins shall not necessarily be a bar to employment. See paragraph below on Waivers with Respect to Background Check Components.

Background Check Components Concluded - HR Services' Responsibility - Cautionary: If the background checks required for a particular category of employment that are the responsibility of HR Services to conduct are concluded properly but include cautionary results (characterized as "Cautionary" according to the summarization scheme set forth above), and if the communication

to the employing department as set forth above has been accomplished, then HR Services will confer with manager of the employing department and shall agree upon action to take in the matter. They may agree upon additional inquiry results from which may resolve and/or mitigate the cautionary nature of the background check results. Alternatively they may agree that the background check results are sufficient to contraindicate employment, and a pending offer of employment shall be rescinded. Employment as originally proposed may not be offered to an individual until issues related to a cautionary finding are resolved satisfactorily in the estimation of the Vice President for Research and/or the Senior Vice President for Finance and Administration.

Background Check Components Concluded - HR Services' Responsibility - Problem: If the background checks required for a particular category of employment that are the responsibility of HR Services to conduct are concluded properly but include unsatisfactory results (characterized as "Problem" according to the summarization scheme set forth above), and if the communication to the employing department as set forth above has been accomplished, HR Services will confer with the manager of the employing department and shall collaborate in rescinding an offer of employment that had been tendered unless additional inquiry is conducted that resolves and/or mitigates the issues raised in the background check.

Time-Sensitive Action Related to Background Checks: If HR Services reports in a timely manner the results from background checks that are its responsibility to conduct according to the reporting scheme set forth elsewhere in this policy and procedure, and if the results from a background check component is either characterized as "Cautionary" or "Problem," it is the responsibility of the employing department to respond to communications from HR Services. If the above does not occur, the employing department is responsible for any failure to take action with regard to a background check component characterized as "Cautionary" or "Problem."

Waivers with Respect to Background Check Components: The Vice President for Research and/or the Senior Vice President for Finance and Administration may waive the requirement that background checks be concluded prior to the start of employment in certain circumstances when they deem it in the best interests of MURC to proceed to employ the individual. However, such waivers will be rare and should not be routinely depended upon. Additionally such waivers will only have the effect of delaying the conclusion of the background checking process and shall not create a permanent waiver for any particular background check component. Waivers may be granted on the basis of an agreed-upon period of time by which the background check component(s) at issue are to be resolved. However, failure to receive the particular background check component by the agreed-upon deadline shall cause a suspension of the employee without pay until such time as the issues related to such are resolved. If it is finally concluded that an academic degree offered as qualification by the employee, or prior employment experience, or a license required by the employment position is not possessed by the employee, the manager of the employing department and HR Services shall collaborate on a communication to terminate employment.

Preservation of Documents:

Employing Department: Copies of transcripts and licenses and notes from checking with previous employers are maintained in the employing department in a confidential manner and are considered to be personnel and employment records and are to be preserved for the duration of the subject employee's employment and for a period of time thereafter consistent with MURC policies. If an employee transfers or promotes to a new employing department, copies of transcripts or licenses and notes from checking with previous employers are to be transferred in a confidential manner to the new employing department.

HR Services: Results from background checks, copies of authorization forms, and summaries of background checks transmitted to employing departments will be stored and preserved in HR

Services in a confidential manner in either paper or electronic form. These are considered to be personnel and employment records and are to be preserved for the duration of the subject employee's employment and for a period of time thereafter consistent with MURC policies.

Disclaimers and Limitations with Regard to Background Checks:

Screening Multiple Job Candidates Not Allowed: Background checks may not be used to screen multiple candidates for one position with the idea being to see how the individuals fare on their background checks and possibly using the background checks to see if one or more candidates can be eliminated on the basis of negative results from the checks. Background checks can only be utilized in the case of a specific individual who has been offered employment and has accepted employment in an employment category that requires background checking (or a student who is involved in a learning activity that requires background checking). The position of the employing department is that it has committed to the employment of a particular individual if the results from the background check do not counter-indicate the employment.

Potential Weaknesses/Omissions of Third-Party Provided Information: Since certain components of the background checks will be provided by a third-party provider and since there are potential weaknesses including possible missing or incomplete data in databases and other data sources commonly consulted by organizations checking backgrounds or providing background information, HR Services cannot guarantee that an individual whose background is checked does indeed *not* have any negative information in his/her background. HR Services will only act upon and characterize in reports to the employing department what information it specifically receives from its authorized third-party provider.

Limitations of Ten-Year Timeframe for Background Checks: The policy requires that backgrounds be checked for the most recent ten year period. Any negative information that may be located in databases or other data sources utilized by organizations checking backgrounds that is older than ten years at the date of the background check might not be reported by the third-party provider and may fail to be considered in any characterizations of the background check provided by HR Services.

Potential Weaknesses/Omissions in State, County, Municipal, and Federal Criminal Databases: The criminal records component of background checks is based upon checking the criminal records of the counties and federal court districts in which the individual has resided during the ten year period preceding MURC employment. It is possible that a criminal conviction occurred in a county or federal court district in which the individual did not reside during the preceding ten year period. Therefore, in characterizing the results from background checks to employing departments, HR Services cannot guarantee that a criminal conviction does not exist in the records of other counties or federal court districts than those reviewed in the background check process. There may also be a circumstance in which the third-party provider fails to return information from one or more of the counties or federal court districts in which the individual has resided during the ten year period preceding offer of employment at MURC. For example, if the individual has resided in six counties during the last ten year period, and if the third-party provider does not return information from one of the counties, HR Services will be generally unable to independently consult records of the missing county or counties or federal court district(s) and will take steps to characterize the results from the background check based only upon the actual information provided by the third-party provider.

Potential Weaknesses/Omissions in Sex and Violent Offender Registries: The third-party provider may report results from checking sex and violent offender registries for the counties and/or states in which the prospective employee has resided for the ten years preceding their prospective employment at the institutions. There may not yet exist comprehensive national registries for sex and violent offenders. Therefore, some sex and violent offender registries may be county based and may result in non-reportage of information in such registries about other counties or other

states in which the prospective employee did not formerly or presently reside. Also, certain sex and violent offender registries may carry information about sex and violent offenders on a permanent basis. If the third-party provider returns any information about the prospective employee's name appearing on such registries for offenses that may have occurred earlier than ten years ago, the institutions shall give due consideration to the information even if it is older than ten years. In other words, a sex and violent offender registry entry older than ten years cannot be waived in making employment decisions.

Responsibility for Costs Associated with Background Checks: The prospective employee is responsible for requesting and paying for from personal funds any fees assessed for copies of academic transcripts and/or licenses as required. The employing department is responsible for any sundry telephone, postage, clerical, or other expenses that may be incurred in verifying employment. MURC is responsible for paying for the background checks components that are its responsibility to obtain.

APPENDIX A: CHART SUMMARIZING BACKGROUND CHECK REQUIREMENTS
ACCORDING TO TYPE OF EMPLOYMENT.

Marshall University Research Corporation (MURC)
BACKGROUND CHECKING REQUIREMENTS ACCORDING TO EMPLOYMENT TYPE
U = PERFORMED BY EMPLOYING UNIT OR DEPARTMENT
H = PERFORMED BY MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES.

Background Check Item	Education Verification *	Employment Verification	License Verification **	Sex and Violent Offender Registries Check	Prohibited Person Background Check	Healthcare Sanctions Registry Check	Credit History Check	Criminal History Check (within U.S.)	Criminal History Check (country of origin)
TYPE OF PROSPECTIVE EMPLOYEE									
FULL-TIME (see NOTES below for policy reference on employment categories).	U	U	U	H				H	
PART-TIME A (see NOTES below for policy reference on employment categories).	U	U	U	H				H	
PART-TIME B (at MURC discretion or at recommendation of human resources officer***).	U	U	U	H				H	
TEMPORARY (at MURC discretion or at recommendation of human resources officer***).	U	U	U	H				H	
Additionally any prospective MURC employee who will have <u>financial or budgetary responsibilities.</u>	U	U	U	H			H	H	
Additionally any prospective MURC employee who will work in <u>healthcare or healthcare research.</u>	U	U	U	H				H	
Additionally any prospective MURC employee who <u>will work with persons under the age of 18.</u>	U	U	U	H				H	
Additionally any prospective MURC employee who is a <u>foreign national</u> and whose authorization to work was issued <u>prior to 10/24/01.</u>	U	U	U	H				H	H
Additionally any prospective MURC employee who is a <u>foreign national</u> and whose authorization to work was issued <u>on/after 10/24/01.</u>	U	U	U	H				H	H

NOTES: See MURC Human Resources Policy and Procedure 16, Background Checks, for additional information (available at <http://www.marshall.edu/human-resources/poly/murc/>).

See MURC Human Resources Policy and Procedure 3, Employment Categories, for employment category definitions (available at <http://www.marshall.edu/human-resources/poly/murc/>).

* Education Verification required if an academic degree was offered as a qualification or if the position required an academic degree.

** License Verification required if the position had a stated requirement for a license.

*** Background checks for Part-Time B/Temporary are not automatically required. Any checks to such prospective employees result from a decision to do so by MURC or by the human resources officer.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.

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