



## BACKGROUND SCREENING POLICY

### PURPOSE

It is Switchpoint's goal to provide a safe environment for all, including our clients, residents, volunteers, staff, children in our care, etc. To help us accomplish this goal, background screenings are required on all as a condition of employment with Switchpoint.

### POLICY

After a conditional offer of employment is made, background checks will be conducted on all employees. All offers of employment are contingent upon clear results of a thorough background check specific to the position for which the employee is hired.

In roles requiring a criminal background screening, employees will need to complete fingerprinting ASAP per onboarding task instructions. If an employee begins work prior to background clearance, the employee must always be supervised by another staff member until their background check has been successfully reviewed and cleared.

Employees that do not pass the background screening will not be eligible for hire and employment will be terminated.

Background screenings may include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - The nature of the crime and its relationship to the position.
  - The time since the conviction.
  - The number (if more than one) of convictions.

- Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the business, its employees or its clients/customers and vendors.

The following additional background searches will be required if applicable to the position:

- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- **Credit History:** confirms candidate's credit history. This search will be run for positions that involve management of Switchpoint funds and/or handling of cash or credit cards.

## PROCEDURE

- Identifying documents will be provided to Switchpoint HR by potential employees during the onboarding process.
- The I-9 form will be completed by the employee and employer then processed by HR through the E-Verify system to determine eligibility for employment.
- HR or Hiring Manager will verify prior employment and check professional references.
- Proof of Education will be provided by potential employees to HR when applicable to the position they are being hired for.
- Criminal Background Screenings will be completed for all employees of licensed facilities, human services, childcare, finance, and other sensitive roles management deems necessary.
  - a. Employees will complete the Background Consent/Disclosure/Authorization as assigned during onboarding and return to HR.
  - b. Employees will schedule and complete fingerprinting ASAP per onboarding instructions at designated location – remembering to take their Fingerprint Order form and I.D. with them to their appointment.
  - c. Licensing Agencies will determine the eligibility of employees at licensed facilities. If the licensing agency does not clear the employee, then they will not be eligible to work at the licensed facility.
  - d. All other criminal background screenings will be reviewed by HR.
    - i. Backgrounds that do not meet the following criteria will be reviewed by the Background Screening Committee comprised of the Department Manager, HR Rep and Regional Director/CEO.
      1. Arrests within 2 years for any reason
      2. Violent criminal convictions within 10 years
      3. Crimes against persons within 10 years
      4. Felony convictions within 5 years

- ii. The Background Screening Committee may request additional information from the potential employee including explanation of charges, proof of rehabilitation, character references, etc.
- iii. A negative background check will not automatically or necessarily bar employment. Negative screening results will be reviewed on a case-by-case basis with consideration given to the Equal Employment Opportunity Commission (EEOC) suggested factors to consider when assessing criminal records. EEOC Criminal Records

- If an employee does not pass the background clearance, they will be notified ASAP by HR and employment will be terminated.
- Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

Switchpoint reserves the right to modify this policy at any time without notice.