



## Comsewogue Public Library Pre-employment Background Check Policy

The Comsewogue Public Library is committed to providing a secure and safe environment for employees and patrons as well as safeguarding the resources and assets of the Library. The Library hereby adopts a policy providing for pre-employment background checks on final applicants and Library volunteers regardless of whether or not a competitive canvassing process is used. The purpose of the investigation is to verify and review information provided by the applicant/volunteer in order to select the best qualified applicants.

Consent to background checks is to be deemed a condition of employment for new employees and volunteers at the Comsewogue Public Library. An offer of employment is contingent upon clear and satisfactory results of a background check.

High school students applying for Page positions or students aged 18 and under applying for volunteer positions are exempt from this policy. However, if an employee who is exempt at first hiring is promoted and no longer a high school student, the Library reserves the right to conduct a background check at the time of promotion.

Employees for whom the Library has a completed background check on file and who have a break in Library service will not, upon their return, require a new background check if: 1.) they can show they have been continuously and actively employed since their break of service from the Library and 2.) less than two years has passed.

Background checks will be initiated by designated "Authorized Initiators" in the Administration Office. Authorized Initiators may only initiate background checks after an *Authorization for Background Check* has been completed and signed by the applicant/volunteer.

Background checks may include:

- Social Security Verification – validates the applicant's social security number, date of birth and former addresses.
- National Sexual Offender Registry check
- Nationwide Criminal Database check
- Driver History check (if applicable)

The Library will engage a reputable Background Check vendor to conduct background checks.

The results of background checks will be reviewed by the Director and/or supervisory staff designated by the Director. Results will be compared with information previously provided by the applicant/volunteer. Applicants/volunteers may be asked to explain discrepancies, if any are found. Information gathered as a result of a background check will remain confidential and will be maintained by the "Authorized Initiators" in a file separate from employees' personnel files. Results shall only be disclosed to authorized employees who have a need to know in order to perform their job assignments.

If the background check reveals criminal records or serious misconduct (other than minor traffic violations), the Authorized Initiator will consult with the Library Director, who will consult with Legal Counsel. The Library will make the determination as to whether the Background Check results should disqualify the applicant/ volunteer. When making this determination, consideration shall include, but not be limited to, the following factors:

- a. number of offenses and circumstances of each;
- b. severity of offense(s);
- c. relevance of offense(s) to responsibilities of the position;
- d. length of time between offense(s) and application for employment;
- e. other employment history;
- f. evidence of applicant's rehabilitation efforts and results;

Applicants/volunteers will be informed, in writing, of any adverse information discovered in the background check and provided an opportunity to respond. Upon conclusion of review, written notice regarding the Library's decision regarding eligibility of employment will be sent to the applicant.

Failure to disclose criminal convictions or any other deemed relevant information during the application process may result in employment disqualification or termination.

Disqualification of an applicant based on information discovered in the background check is not subject to grievance or appeal by the applicant.

Exceptions to the Pre-Employment Background Check Policy may be made at the discretion of the Library Director.