

ENHANCED CRIMINAL BACKGROUND CHECK POLICY

HRNAVIGATOR
DISCOVER THE POSSIBILITIES

RATIONALE FOR THIS CHANGE

- Northeastern University is committed to promoting a safe and healthy learning, teaching, working, and research environment for students, faculty, and staff, and to furthering the safety and well-being of its enrolled students, employees, and volunteers.
- In all hiring decisions, the university intends to select qualified individuals of the highest ethical standards.
- To assist the university in meeting these commitments, this policy sets forth the credential verification and other background information checks that will be conducted as a condition of employment.

OVERVIEW

CURRENT PRACTICE:

- Staff new hires and certain designated positions, depending upon responsibilities
- Policy on Background Checks for Contractors and Vendors

ENHANCED PRACTICE – 8/5:

- *All* new hires at Northeastern (faculty and staff, including temp non-students)
- Current faculty who travel with undergraduate students*
- Staff promotions, transfers and rehires that are managed in PageUp (*and* if more than 5 years since the last Criminal Background Check)
- Staff and graduate students being assigned certain new job duties, either permanent or temporarily.

* Non-fraternization policy covers grad students

TRANSITION TIMELINE:

Two Key Dates:

- February 1, 2019
- August 5, 2019

The new Criminal Background Check policy is effective 2/1; however, we are staggering the implementation to align with our PageUp go-live on 8/5

Two Key Systems:

- PeopleAdmin
- PageUp

Any open positions in PeopleAdmin (and candidates hired for those jobs) before August 5 will remain and follow the old rules for Criminal Background Checks.

Open positions entered into PageUp starting Aug. 5 will follow the enhanced Criminal Background Check policy.

FEBRUARY 1 – AUGUST 4

- Business (almost) as usual *until* PageUp is live
 - **No Change!** Same criteria for staff new hires as is in place today
 - **No Change!** Key Contacts notify HRM of certain transfers and promotions requiring Criminal Background Checks.
 - **New!** Key Contacts will need to alert HRM of staff or graduate students who are assigned to certain job duties (slide 8)
 - **New!** HRM will issue a background check to certain current faculty who are traveling this summer with undergraduates:
 - Alternative Spring Break programs (Community Service) – in process
 - Dialogues of Civilization (GEO) – in process

THEN STARTING ON AUGUST 5...

- PageUp: Automated process for ALL new hires, transfers, promotions, and rehires
 - Background checks and credential verification
 - Transfers, promotions, and rehires: only if no background check within the last five years
- HRM assumes full cost of background checks and credential verification
- Everyone hired *from* PeopleAdmin will maintain the February 1, 2019 process:
 - Manual background checks required for select staff

KEY CONTACT ENGAGEMENT

- Key Contact Engagement – Effective February 2019
 - Special Assigned Duties, be they temporary or permanent, described on next slide
 - **No Change!** Continue to communicate promotions and transfers

ASSIGNED TO DUTIES THAT INCLUDE:

- Unsupervised access to minors
- Access to computer infrastructure, systems, or applications with sensitive data or position providing computer security services
- Broad and extensive access to personally identifying information about students, faculty, staff, alumni, donors or research subjects including employee performance reviews, disciplinary actions and compensation
- Responsibility for conducting reviews, audits or investigations including of financial and operational systems
- Direct access to and handling cash and cash equivalents
- Ability to modify business or financial records after transaction have been processed
- Public safety and campus security
- Coaching students as part of the university's athletics, club sports or intramural programs
- Travel with students, whether international or domestic
- Unrestricted access to building master keys, security systems, residence hall, athletic facilities or areas where people have a reasonable expectation of privacy
- As required by law or outside government agency

GOT QUESTIONS?

- Stephen Rando, Interim Manager, Talent Acquisition
617.373.6061
- Steve Swick, Compliance Coordinator
617.373.3740
- HRM Customer Service Center
617.373.2230

QUESTIONS

