



## VSC Policy

Title  CRIMINAL AND CREDIT BACKGROUND CHECK POLICY	Number  208	Page  1 of 2
	Date  Effective Date: 2/1/2024	

### POLICY STATEMENT

Criminal background checks will be conducted on all external candidates to whom an offer of paid employment or appointment has been extended and who have not been employed by VSC within the past two years. Employment will be contingent on successfully passing the background check. In addition, a background check (criminal and/or credit) may be performed for a current employee applying for a sensitive position or a position involving the handling of cash or financial assets or for unpaid associates (e.g., Graduate Assistants) who are expected to work with vulnerable populations, including minors.

VSC will adhere to the requirements of the Federal Fair Credit Reporting Act as well as the Vermont Fair Credit Statute [@ V.S.A. § 2480b](#)

### PURPOSE

Vermont State Colleges strives to provide a safe environment for visitors, students, faculty, and staff. Information obtained by means of criminal and credit background checks helps determine the applicant's overall employability, ensuring the protection of the current people, property, and information of the organization. It is the purpose of this policy to require criminal background checks on all new (not employed within the past two years) fulltime and parttime employees (excluding student employees) and certain contract employees (part-time faculty, instructors and temporary employees who regularly interact with students) to protect vulnerable persons and others who work for, enroll in, or attend programs through the Vermont State Colleges and to protect the integrity of the Vermont State Colleges financial operations.

### DEFINITIONS

**Sensitive position** A job which requires contact with minors or other "vulnerable populations" as defined by the National Child Protection Act as Amended in 1994. Regular access to residence halls, day care centers, and, at the discretion of the Chancellor or Presidents, other programs or facilities where vulnerable populations are known to be congregated, are factors used to determine whether a position is considered "sensitive." A Security Officer is an example

of a "sensitive position."The following nonexclusive considerations may be used to determine which positions are considered "sensitive positions":

- Master key access to buildings, including residences or other facilities
- Direct responsibility for the care, safety and security of people, or the safety and security of personal and university property (includes childcare workers, physicians, student affairs officers, residence hall supervisors, coaches, transit drivers, etc.)
- Direct responsibility for the care, safety and security of animals

POLICY

The Chancellor shall develop procedures which may be amended from time to time,

implement a system of criminal background checks that at a minimum shall develop procedures

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fail to participate fully or who provide inaccurate information in a background check will be eliminated from further consideration.

C. Confidentiality of Criminal Background Check Information

Information obtained in the context of criminal background checks shall be kept confidential in accordance with applicable state and federal laws.

It is the responsibility of the Chief Human Resources Officer to ensure policy compliance and work with VSC institutions to establish background check procedures as appropriate for their respective campuses.

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