





administrative or managerial position in which they will have regular access to banking information, credit card account information, or financial information for Southwestern or Southwestern students, employees, or donors (including dates of birth, Social Security Numbers, and credit or bank account information). When Southwestern needs to obtain a consumer credit report, it will comply with applicable federal, state, and local laws.

3. Background Screening Process

Southwestern will conduct background checks on all individuals who are hired in an administrative or managerial position in which they will have regular access to banking information, credit card account information, or financial information for Southwestern or Southwestern students, employees, or donors (including dates of birth, Social Security Numbers, and credit or bank account information). When Southwestern needs to obtain a consumer credit report, it will comply with applicable federal, state, and local laws. A similar statement will be included in the information provided to coaches/volunteers. Verifications and checks should be completed as soon as possible after a conditional offer of employment has been extended to an individual unless otherwise noted in the offer letter. Human Resources will work with the applicant, employee, and coach/volunteer directly to complete the background check process.

4. Process for Handling Information from Background Checks

Background check reports will be obtained and reviewed by a senior member of the Administrative Services Office, who may confidentially review the information with the appropriate members of the senior staff or faculty recruiting committee. Information obtained from background or reference checks will be used only to make employment decisions (e.g., hiring, promotion, transfer, or discipline) or decisions to work with coaches/volunteers; will be maintained confidentially in accordance with applicable legal requirements; and may be reviewed or accessed by only authorized individuals with the approval of the Chief Operating Officer.

E. Guidelines

New employees are not permitted to work until the background check process described in this policy is completed. An employment offer or offer for transfer or promotion is contingent upon the successful completion and results of the background check. New employees or employees seeking promotion or transfer typically should not begin their new duties until the background check process described in this policy is completed.

When a background check reveals a criminal record, the context and seriousness of the results, whether the reported offense violates school policies, and any other relevant information may result in disciplinary or other appropriate action in accordance with procedures outlined in relevant handbooks, policies, or contracts. Disciplinary action can include but is not limited to, written warnings, probation, suspension, and termination of employment.

Services Office or by a reputable third-party reporting agency.

F. Criminal Convictions

The Fair Chance Act (<https://www.dfeh.ca.gov/fair-chance-act/>)

days to respond to this notice before Southwestern makes a final decision. If, within the five business days, the applicant or employee notifies Southwestern in writing that the applicant or employee disputes the accuracy of the conviction history report that was the basis for the preliminary decision to rescind the offer or disciplinary action and is taking specific steps to obtain evidence supporting that assertion, then the applicant or employee will have five additional business days to respond to the notice. Southwestern will consider information provided by the applicant or employee before making a final decision.

Any decision to accept or reject an individual is solely at Gci h k Ygn f b j discretion. If an individual is to be denied employment, promotion, or transfer. 1JT 04(mo)-(t)21(i)-(b)-4(n)2002 02 W nBT