



1.207

POLICY SECTION

Background Checks

TITLE

Prior to extending an offer of employment, or at other times during employment with the library, as appropriate, the library may conduct a detailed reference/background/credit/criminal check of an applicant or employee. All reference/background/credit/criminal checks will be in compliance with the Fair Credit Reporting Act.

The library will conduct a criminal background check of any candidate 16 or older who is being considered for employment at no charge.

The library will conduct a criminal background check of any candidate 16 or older who is being considered for volunteering. Effective January 1, 2014, all volunteer candidates are required to pay for a criminal background check. Volunteers that are active for 100 or more hours may be reimbursed the full cost of the background check.

Employment and volunteer candidates that are 16 and 17 years of age are required to have written consent from a parent or guardian before the library processes a background check.

The library will conduct another background check of any volunteer that has been offered a position at the Library at no charge.