

PROCEDURAL TIPS FROM OHR

Please refer to the full policy details on this topic at:
<http://hr.unc.edu/Data/SPA/recruitment/spa-hiring/crimcheck/>

OVERVIEW

STANDARD PRACTICE: AWAIT FULL RESULTS FROM UNC PUBLIC SAFETY PRIOR TO JOB OFFER

Departments should await and evaluate the full results of the criminal conviction check from UNC Public Safety prior to extending an EPA non-faculty or SPA Direct hire temporary job offer. If at the discretion of the Department Head more timely action is necessary due to a critical staffing need, expedited hiring action is permitted as noted below. Full results should always be awaited for positions with access to sensitive populations or facilities or with direct access to University funds.

14 CALENDAR DAYS: CONDITIONAL JOB OFFER OPTION

Department Heads may authorize issuance of a conditional offer of employment 14 calendar days after initiating a criminal convictions check request to Public Safety, if final results are not yet received. At this stage, actual reporting for duty is not permitted.

30 CALENDAR DAYS: CONDITIONAL JOB START OPTION

At the Department Heads discretion, a conditional job start (reporting for duty) may begin 30 calendar days after initiating a criminal convictions check request to UNC Public Safety if final results are not yet received.

FOR EPA NON-FACULTY AND SPA DIRECT HIRE TEMPORARIES EMPLOYEE CRIMINAL CONVICTION CHECK TIMELINES

Responsibility for Initiating Checks

- SPA Permanent employee criminal conviction checks will be initiated by your OHR Employment, Compensation, and Classification Specialist.
- EPA Non-Faculty and SPA Direct Hire Temporary criminal conviction checks are initiated and the results reviewed by the appointing department, with OHR consultation as needed.
- Refer to the Academic Personnel web site for faculty-related procedures, which differ.

Standard Timeline

Normally, criminal conviction checks should be submitted to UNC Public Safety and satisfactorily results received **BEFORE** an offer of employment is made. In the event of a critical staffing need or recruitment situation, the Department Head has the option to take expedited hiring steps if full criminal conviction check results are delayed and not yet returned from Public Safety. Such expedited hiring should not be used when the position in question will have access to sensitive populations (e.g. patients or minor children), high security or sensitive facilities, or exercise control or management of University funds.

Options When Check Results are Delayed

Under typical conditions, criminal conviction check results are obtained by UNC Public Safety and returned to departments within 14-calendar days of being requested and permit timely action on offers of employment and establishing employee start dates. However, due to the nature of the nationwide conviction checking process and the reliance on outside sources for these results, this time window cannot always be satisfied.

When full criminal conviction check results are not received back by a department within 14 calendars days, the Department Head has the discretion to proceed with a conditional offer of employment pending final results. Within 30 calendar days after a convictions check request is initiated, a conditional start of employment may begin conditional on check results.

UNC Public Safety should always be contacted for preliminary results which may have been received to date prior to exercising either of these options. Review these results carefully before proceeding.