



Background Checks

Last Updated: October 24, 2019

Last Reviewed: September 4, 2020

Department/Division: Human Resources

Purpose

To verify and validate information provided by an employee in regards to any criminal convictions.

Policy

Upon hire, full-time employees and coaches will have a national federal and state background check administered. This background check will include felony and misdemeanor convictions at the state and federal levels.

Student workers will have a check administered through the State of Michigan ICHAT system which includes any felony or misdemeanor convictions.

An employee with misdemeanor or felony convictions involving sexual misconduct that relate to the employee having to register for the State or National Sex Offender Registry will not be considered for employment at Mid.

An employee with misdemeanor or felony convictions involving violent acts (assault, battery, domestic violence, etc.) will not be considered for employment at Mid.

Procedure

- Once an employee has received an employment offer, Human Resources will process all new hire paperwork with the employee and obtain a federal background check on the employee.
- Misdemeanor or felony convictions (aside from what is stated in the policy above) may only hinder the employment offer if the conviction is directly related to a critical aspect of the position in which the employee was hired into.
 - Examples: employee was hired into a position that handles money (i.e. cashier or accountant), and they have a conviction of fraud or embezzlement that involved a monetary amount; employee hired into a position such as faculty, TRiO, or Educational Talent search who work directly with and may travel with students and have a conviction of sexual assault, abuse or neglect.