

## **MSU Extension Annual Criminal Background Check Frequently Asked Questions (FAQ):**

**Q:** What is the annual criminal background check process?

**A:** All MSU Extension employees, on and off campus, are now subject to an annual criminal background check in accordance with Section V of the Michigan State University youth programs policy. MSU Extension employees will receive an email from MSUE HR prompting them to sign a consent form. This form will allow MSU to conduct an annual criminal background check on the employee for the duration of their employment.

**Q:** Who conducts the annual criminal background checks?

**A:** The current vendor for the University, HireRight, LLC, will conduct the criminal background checks.

**Q:** Who is included in the annual process?

**A:** All on and off campus non-academic, academic, support staff, student, temporary, and on-call employees are included.

**Q:** Will this replace the criminal background check at the time of hire?

**A:** No, employees will still have a criminal background check conducted at their time of hire.

**Q:** What records and registries are searched during the annual screen?

- Criminal Felony and Misdemeanor
- National Sex Offender Registry
- Widescreen plus National Criminal Search

### **Definitions:**

- Criminal Felony and Misdemeanor
  - Perform fundamental criminal searches that reveal felonies and misdemeanors by searching county courthouse records corresponding to an applicant's address history. The search finds, confirms, and reports a candidate's felony and misdemeanor records history.
- National Sex Offender Registry
  - Reveal records for known sex offenders by screening the U.S. Department of Justice Databases.
- Widescreen plus National Criminal Search
  - Searches a propriety database of millions of criminal records including but not limited to felonies, misdemeanors, traffic violations, and sex offender records.

**Q:** When will the annual criminal background check occur?

**A:** The annual criminal background check will be conducted in January each year, beginning in January 2019.

**Q:** What if something is found on the criminal background check?

- **A:** If questionable results are obtained, MSUE HR will contact the employee and provide an opportunity for the employee to explain the results and provide clarifying information. Prior criminal convictions do not automatically preclude an employee from working. MSUE HR will evaluate the relevancy of the employee's criminal history to the employee's position. MSUE HR may also seek advice and guidance from other University offices, such as the MSU Police Department and Office of the General Counsel. The assessment of a candidate's criminal history will take into account:
  - The nature and gravity of any criminal offense(s);
  - The number and type of offense (felony, misdemeanor, traffic violations, etc.);
  - The sentence or sanction for the offense and compliance with the sanction(s);
  - Whether there is a pattern of offenses;
  - Information supplied by the applicant about the offense(s); and
  - The employee's work record.

**Q:** What if an employee does not consent to having an annual criminal background check?

**A:** Failure to consent may result in disciplinary action, up to and including termination.

**Q:** If I have questions about the annual background screen process, who do I ask?

**A:** Contact MSU Extension Human Resources at [msue.hr@msu.edu](mailto:msue.hr@msu.edu).