



## DIOCESE OF SACRAMENTO

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Lay Personnel

### **BACKGROUND CHECK POLICY**

It is the policy of the Diocese to conduct pre-employment background checks in connection with hiring individuals to fill certain positions. The purpose of performing such checks is to determine the qualifications and suitability of a job candidate for the particular position for which he or she is being considered, and to assure that individuals in certain responsible positions are worthy of the trust placed in them.

Specifically, a pre-employment background check will be conducted on any potential employee that has applied for a position in which he or she:

1. Will have signing authority on a bank account maintained by a parish, school, or diocesan entity or
2. Will handle cash or checks on a regular basis as part of the job duties for the position or
3. Will hold a position involving or having an access to financial activities or operations.

Examples of such positions include but are not limited to: Principals, Bookkeepers, Business / Office Managers, Receptionists, School Administrative Assistants, etc.

The pre-employment background check will typically be done by a diocesan approved vendor, will generally consist of obtaining a report on the individual's criminal records, credit, and employment search, and may also include a fingerprint background check. A candidate will be excluded from consideration for employment if he or she refuses to consent to the authorization to conduct the pre-employment background check, or provides false or inaccurate information during the application process.

In conducting pre-employment background checks, it is the policy of the Diocese to comply with any applicable federal or state laws that regulate such activity. The results of the pre-employment background check are confidential and shared only with supervisors who have a need to know the information. The information obtained as part of the check will be assessed on a case-by-case basis in making any resulting employment decisions.

An offer of employment to an applicant may not be finalized, and employment of that individual may not begin, until the pre-employment background check results have been finalized.

This policy (1) does not limit the Diocese's right to hire, discipline, or terminate, (2) does not create a contract of employment and (3) does not alter the Diocese's At-Will Employment Policy. This policy applies to all job applicants, beginning November 1, 2013.