

Title:

CRLS BACKGROUND CHECKS – Policy and Procedures outline – updated 4/19/18

ATTACHMENT 1
BACKGROUND CHECK NOTES

WORKING DOCUMENT: NOT POLICY

As a reminder, this is still a work in progress – no decisions have been made – these are recommendations only.

Description:

Salary/hourly policy outline.

Intention: We are designing procedures to make sure we don't employ people who will hurt others – employees, staff, volunteers and community. Furthermore, our intention is to provide a safe place, safe working environment when serving the public and our employees.

We will add these minutes of the personnel and policy committee to the general board meeting minutes. We hope to have our policy completed by July CRLS meeting. And a new policy implementation September 1, 2018.

We are recommending all board members serving on these committees sign confidentiality agreements and hold all information regarding all details of employee records strictly confidential.

1. We will institute Background checks for all current and future employees.
2. Use same background agency as Dawson County current contracts – PSI
3. All current and future employees will get the Extensive (as opposed to Basic) Background Check from PSI – approx. \$30 each.
4. For future employees this policy is a post offer a policy – Employment is contingent on results of background check.
5. This committee will review Dawson County's HR handbook - procedures and policies.
6. Use SHRM – as general policy and procedure and authorization
7. Policy and Personal committees are drafting these new policies - following 2015 Georgia policy – executive order – library services
8. Review Legal Considerations When Hiring and Firing Library Employees Manual and Guidelines – (EEOC pg 10)
9. Lumpkin and Dawson County attorneys will be asked to review our policies at completion of this committee's process.
10. Proposed Adverse issues process:
 - a. Follow FCRA guidelines
 - b. Follow EEOC guidelines
 - c. Assess each Employee (or prospective Employee) individually
 - d. Director brings employee issues to CRLS Personnel Committee with a recommendation – material basis – no name, gender, or personal information given to the Committee members.
 - e. Director meets with employee to discuss.
 - f. Director notes their recommendations and Committee's recommendations in employee file
 - g. Director reviews and reassesses the situation - within six (6) months working test period. As long as there's no future adverse issues or performance issues within working test period, Past issues will be considered irrelevant for employment purposes.
11. The committee intends to schedule 4 employee meetings to include all current employees - to explain our intentions and new policies/procedures. There will be two (2) meetings scheduled in each library - mornings and afternoons.
12. We will update the job application with this background check policy and provide a separate copy of the policy to current employees and future prospective employees before doing background checks.