

VSC Policy

Title CRIMINAL AND CREDIT BACKGROUND CHECK POLICY	Number 208	Page 1 of 2
	Date Effective Date: 2/1/2024	

POLICY STATEMENT

Criminal background checks will be conducted on all external candidates to whom an offer of paid employment or appointment has been extended and who have not been employed by VSC within the past two years. Employment will be contingent on successfully passing the background check. In addition, a background check (criminal and/or credit) may be performed for a current employee applying for a sensitive position or a position involving the handling of cash or financial assets or for unpaid associates (e.g., Graduate Assistants) who are expected to work with vulnerable populations, including minors.

VSC will adhere to the requirements of the Federal Fair Credit Reporting Act as well as the Vermont Fair Credit Statute [@ V.S.A. § 2480b](#)

of a "sensitive position."The following nonexclusive considerations may be used to determine which positions are considered "sensitive positions":

- Master key access to buildings, including residences or other facilities
- Direct responsibility for the care, safety and security of people, or the safety and security of personal and university property (includes childcare workers, physicians, student affairs officers, residence hall supervisors, coaches, transit drivers, etc.)
- Direct responsibility for the care, safety and security of animals

POLICY

The Chancellor shall develop procedures which may be amended from time to time,

implement a system of criminal background checks that at a minimum shall develop procedures

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fail to participate fully or who provide inaccurate information in a background check will be eliminated from further consideration.

C. Confidentiality of Criminal Background Check Information

Information obtained in the context of criminal background checks shall be kept confidential in accordance with applicable state and federal laws.

It is the responsibility of the Chief Human Resources Officer to ensure policy compliance and work with VSC institutions to establish background check procedures as appropriate for their respective campuses.

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