

**POLICY 830  
EMPLOYEE & VOLUNTEER  
REFERENCE/BACKGROUND CHECKS**

The Lisle Library District (LLD) is committed to providing a safe and secure environment in which to work and engage with patrons and the community at large.

Prior to extending an offer for employment/volunteering, the LLD shall conduct a detailed reference/background check of an adult<sup>1</sup> applicant for institutional employment or for volunteer work.

All offers for employment/volunteering are contingent upon a reference/background check. The LLD reserves the right to use a third-party agency to conduct background checks. The LLD will notify applicants before conducting any reference/background checks. All reference/background checks will be in compliance with the Fair Credit Reporting Act and other applicable laws.

The LLD will eliminate from further consideration for employment/volunteering any applicant who provides false, misleading, or willfully deceptive information on his/her application or resume, during an interview, or during the reference/background check process. Falsification of application materials, including failure to disclose criminal convictions, is grounds for termination.

A. Reference Checks

The LLD may request professional, personal, and/or academic references from applicants. Reference checks may be conducted by mail, email, telephone, in-person interview, or a combination of these methods. Reference checks are conducted by LLD personnel.

B. Background Checks

Background Checks will be conducted by a third-party agency and may include:

1. Social Security verification - validates the applicant's Social Security number, date of birth, and former addresses.
2. Prior employment verification - confirms applicant's employment with companies, including dates of employment, position held, and additional information available pertaining to performance rating, reason for departure, and eligibility for rehire.
3. Personal and professional references - calls will be placed to individuals listed as references by the applicant.
4. Educational verification - confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
5. Criminal history - includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - a. The nature of the crime and its relationship to the position.
  - b. The time since the conviction.

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<sup>1</sup> Person who has reached the legal age of majority in Illinois; 18 years of age.

- c. The number (if more than one) of convictions.
- d. Whether hiring the applicant would pose an unreasonable risk to LLD patrons, employees, and/or vendors.

The following additional background searches will be required if applicable to the position:

- e. Motor vehicle records - provides a report on an individual's driving history. This search will be run when driving is an essential requirement of the position.
- f. Credit history – confirms candidate's credit history. This search will be run for employee positions that involve management of LLD funds and/or handling of cash or credit cards.

#### C. Current LLD Employees/Volunteers

Current employees and volunteers are similarly subject to background checks when warranted. Additionally, current employees/volunteers must report to their supervisor in writing, within five business days, any criminal convictions, excluding minor traffic violations. For positions that require the operation of a motor vehicle, current employees/volunteers also must report minor traffic violations. Failure to do so is a violation of this Policy and may lead to disciplinary action/dismissal. All employees/volunteers with new or existing convictions will be evaluated for continued employment/assignment.

#### D. Procedure

1. Candidates must complete a background check authorization form.
2. The LLD Finance Director will order the background check upon receipt of the signed form and a screening service will conduct the check.
3. Applicable LLD staff will review the results and notify the respective Department Director of the results of the check.
4. Subject to the results, appropriate staff shall assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired/assigned. A conviction of a crime does not automatically preclude employment.
5. If a decision not to hire/assign a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by the Finance Director in conjunction with the screening service.
6. Background check information will be maintained by appropriate Administrative staff and kept for a minimum of seven years. Background check information will be retained in locked, fireproof cabinets, separate from general personnel and volunteer files.

Adopted 8/14/19