

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	REVISED	EFFECTIVE DATE	SUPERSEDES
Pre-Employment Background Checks	A-11		June 11, 2010	

Prepared By:
Human Resources & Risk Services

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1.0 Purpose

The City of Wilson is committed to providing a safe working environment for all of its employees. The City will conduct background checks to help provide a safe and secure environment for its employees, visitors, vendors and the general public.

2.0 Process

Human Resources & Risk Services will obtain the applicable background checks. No candidate may commence work until the background check is complete except in the case of conditional offers of employment.

3.0 Policy

3.1 When should background checks be done? Background checks are conducted on a pre-employment basis. An employee will not receive an official offer letter for employment until the background check and any other pre-employment checks are completed and signed off as acceptable for hire.

Background checks may also be conducted on current employees who change jobs due to promotion or transfer, as well as employees who assume new duties that cause the re-assigned employee to fit into one of the categories listed below.

Employees who engage in the following activities will be subject to background checks:

- 3.1.1 Enter customer homes
- 3.1.2 Routinely drives a company vehicle
- 3.1.3 Works with, or has access to a combination of sensitive information, including, but not limited to, social security numbers, dates of birth, customer billing information, monetary accounts, etc.
- 3.1.4 Work directly with people under the age of 16

3.2 What checks should be done? The list of background checks that may be run as designated by position include, but are not limited to, the following:

- 3.2.1 County, State, and/or Federal Criminal Checks
- 3.2.2 Motor Vehicle Records Check
- 3.2.3 Credit History Report
- 3.2.4 Social Security Number Verification
- 3.2.5 Employment Eligibility (I-9 Verification)
- 3.2.6 Internet Searches

3.3 What kind of information disqualifies an applicant? The City of Wilson recognizes that no policy can be all encompassing; therefore, this policy is intended to be a general guideline and may be adjusted to reflect the diversified needs of the employees and the City of Wilson.

3.4 Any applicant who refuses to submit to a pre-employment background check will be considered to have withdrawn their application for employment with the City of Wilson.