Policy 0519

From Human Resources

Revision as of 17:05, 6 November 2008 by Mertek1 (Talk | contribs)
(diff) ←Older revision | Current revision (diff) | Newer revision→ (diff)

PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Background Checks **Policy Number**: 0519 **Chapter Title**: Employment **Effective Date**: June 1, 2007 **Supersedes Policy Number** 0519 **Dated** July 1, 2005
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

Contents

- 1 POLICY STATEMENT
  - 1.1 DEFINITIONS
  - 1.2 PROVISIONS/REQUIREMENTS
- 2 CROSS REFERENCES
- 3 FORMS

POLICY STATEMENT

The department will conduct background checks on all applicants being considered for employment, and on current employees and consultants, as described in this policy. Criminal background checks will be conducted to improve the employment screening process, provide information that will allow the department to determine the suitability of an applicant or employee for a particular position within the department, and identify issues that may negatively affect the public's confidence in the department, as well as its staff and services.

DEFINITIONS

Criminal: identifies pending charges, convictions, guilty pleas of felonies and/or misdemeanors, and suspended impositions of sentence that have not yet been totally disposed.

Driving: identifies traffic violations/status of license (e.g., suspended).

Tax: identifies compliance with Section 105.262, of the Revised Statutes of Missouri (RSMO), which requires all state employees to file state income tax returns and pay all state income taxes owed as a condition of continued employment.

PROVISIONS/REQUIREMENTS

1. All applicants seeking employment with the department shall complete the "Missouri Department of Transportation Background Check Authorization" form. As a condition of employment, applicants must consent to a criminal background check. Those who refuse to complete the authorization form will not be considered for employment. Any misrepresentation or omission of information on the form is cause for rejection of application or subsequent dismissal from employment. In addition, employees who have not previously had a criminal background check conducted on them, must complete the "Background Check Authorization" form when applying for a position requiring access to the SAM II System. After a conditional offer is made, the local human resources (HR) representative is responsible for forwarding a copy of the signed "Background Check Authorization" form to the HR Division, provided the applicant has not completed the application on-line. If the application was completed on-line, the HR Division will retrieve the "Background Check Authorization" form from the applicant tracking system.

2. The designated local HR representative will access the Department of Revenue's driver's license database to verify the current status of the applicant's driver's license. The HR Division will check the driving status of all employees in a position requiring a CDL on a monthly basis to ensure only authorized drivers are operating MoDOT vehicles and have the appropriate endorsements and restrictions as required for their position. Any restrictions will be reported to

the relevant district engineer or division leader/state engineer, and the local HR representative for appropriate action.

3. The HR Division will request a criminal background check from the Missouri State Highway Patrol for all external applicants who are given a conditional offer of employment. A criminal background check will also be requested for all current employees who are transferred or promoted into a position and consultants being hired that require access to the SAM II payroll system or other confidential employee information. Offenses that reasonably relate to the applicant's/employee's ability to carry out the duties of the job and pending felony or misdemeanor charges may disqualify the applicant/employee from employment. (See Personnel Policy 2500, "Standard Rules of Conduct.") If it is determined that the applicant/employee is ineligible for a position based upon the criminal or driving background check, the local HR representative and the district engineer or division leader/state engineer will notify the applicant/employee in writing of the final decision. Applicants and employees will be given the opportunity to challenge the accuracy and/or completeness of their criminal history report prior to any action being taken based on the report. Applicants and employees can obtain a copy of their criminal history report by providing a written notarized request to the HR director.

4. As a condition of continued employment with the state of Missouri and MoDOT, all employees employed full-time, part-time, or on a temporary basis, must file state income tax returns and pay all state income taxes. All MoDOT employees will be checked on an annual basis to ensure they are in compliance with Section 105.262 of RSMO. Those employees who are in violation will be notified and will have 45 days to provide the department with a copy of a tax compliance letter from the Department of Revenue. Failure to comply within the designated time will result in immediate dismissal from the department.

CROSS REFERENCES

Personnel Policy 2500, "Standard Rules of Conduct"

FORMS

Background Check Authorization and Consultant Contractor Background Check." (http://wwwi/intranet/hr/BackgroundCheckAuthorizationForm82005.dot)

Retrieved from "http://hr.modot.mo.gov/index.php/Policy_0519"