

# USMF FOUNDATION

SERVING THE UNIVERSITY SYSTEM OF MARYLAND

<b>Subject:</b> Employment Background Screening Policy for USMF Employees located at the USM Office	<b>Effective Date:</b> Approved by Executive Committee on 9/23/05	Pages 1 of 2
	<b>Supersedes:</b>	
	<b>Responsible Authority:</b> General Counsel	

Introduction

The University System of Maryland Foundation (USMF) has deemed it prudent to conduct routine background checks as a condition of hiring and continued employment for all USMF employees located at the USM Office.

Employee Rights

The USMF values each and every employee and is particularly sensitive to employee privacy rights. To protect the reputation and integrity of its employees, as well as the organization as a whole, USMF pledges to exercise extreme discretion with respect to the handling and disposition of information collected and to adhere to the provisions of the Fair Credit Reporting Act (FRCA) and §14-1201 et seq. of the Maryland Annotated Code (Consumer Credit Reporting Agencies).

Processing Background Checks

**Current Employees:** The USMF will contract with a single outside firm specializing in background checks to screen the USMF’s current employees. Prior to screening, employees will be notified and asked to sign an authorization form allowing the outside firm to secure a credit report, criminal search and driver’s license check. The outside firm will be responsible for interpreting and evaluating the information collected.

If nothing surfaces which is deemed by the firm to subject the USMF to undue risk, then the USMF will be provided with a report which merely states that “*the employee is considered to be suitable for the position she or he is currently holding.*” USMF shall require the firm to immediately destroy all background information after supplying this statement to the USMF. This process is designed to protect employee privacy in that the USMF will not be privy to information which is deemed by the firm to be clearly irrelevant to the employee’s employment in his or her current position with the USMF.

In the event that information is generated by the background check regarding an employee which, in the firm’s opinion, subjects the USMF to undue risk, the firm will discuss this directly with the USMF President, or her designee, and recommend a course of action (*for example, a follow up discussion with the employee to clarify a question and/or an agreement by the employee to an additional records check*).

If, after further consideration and/or investigation, a determination is made by the USMF President that no adverse action is to be taken, USMF will immediately destroy the background report and include in employee’s file a statement that “*the employee is considered to be suitable for the position she or he is currently holding.*”

If an adverse employment action is taken, background reports in support of the decision will be retained in USMF General Counsel’s files in accordance with USMF’s record retention policy and USMF will otherwise comply with the requirements of federal and state law relative to the employee’s rights. This includes, for example, the right of the employee to receive a copy of the background report and a statement of employee’s rights.

***Pre-Employment Screening:*** Recruitment materials (*i.e., position announcements, application forms*) will specify that employment with the USMF will include obtaining a background check and job candidates will be asked to sign a disclosure and authorization form in connection with the application process.

Background reports for job candidates (*finalists only*) will be ordered and reviewed in-house by General Counsel. If, in the opinion of General Counsel, information generated by the background report is relevant to the decision of whether to hire a candidate or not, General Counsel shall review the background report with the hiring authority. USMF will comply with all applicable federal and state law with respect to the background report. New employee personnel files will contain a statement that a background report revealed that “*the candidate is considered to be suitable for the position he or she is being hired for.*” All background reports for job candidates will be retained in USMF General Counsel’s files in accordance with USMF’s record retention policy and not in the employee’s personnel file.



Background Screening  
Disclosure and Authorization

The University System of Maryland Foundation, Inc. (USMF) hereby discloses to you that a consumer report may be obtained for employment purposes, both as a condition of continued employment and as a condition of prospective employment. This consumer report will be limited to a credit report, criminal search and driver's license check. In this regard, USMF shall abide by its Policy for Employment Background Screening, attached hereto.

I authorize USMF to procure a consumer report for the above referenced purposes. In connection therewith, I authorize all credit agencies, law enforcement/ criminal justice agencies, city, state, county and federal courts and state motor vehicle bureaus to release information they may have about me to the person or company with which this form has been filed.

Copies of this authorization are as valid as the original authorization signed by me and I understand that this authorization shall be in effect for the length of my employment. All of the information that I have provided is accurate and correct to the best of my knowledge and belief.

_____ Signature	_____ Date	
_____ Printed Name	_____ Social Security Number	
_____ Date of Birth	_____ Drivers License #	_____ State

Any other names used in the last 7 years: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zipcode

Previous Addresses (include any areas where you have lived in the last 7 years):

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_ From: \_\_/\_\_/\_\_ To: \_\_/\_\_/\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_ From: \_\_/\_\_/\_\_ To: \_\_/\_\_/\_\_