



PRESBYTERIAN
MISSION
— AGENCY —



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Background Check Issues

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The Why - Employees

- There are several reasons to perform background checks before hire:
 - To offer a safe workplace
 - To avoid putting non-employees at risk
 - To avoid hiring someone with a history that suggests they might embezzle, steal, other
 - To avoid claims of negligent hiring
 - There are costs to a bad hire (onboarding, training)
 - People lie/exaggerate on applications and resumes

The Why - Volunteers

- To offer a safe workplace, if volunteers will be operating there
- To avoid putting minors at risk if a volunteer will be involved in child care or around minors
- To avoid putting adults at risk from potentially dangerous people

The Why – Our Children

- The why especially applies in the case of anyone in contact with children
- Child care
- Chaperones
- Choir parents
- Youth group parents
- Host families (minors visiting homes)
- Weekend retreats, Montreat

The How

- Create a release form
- Permit organization and its agents to obtain/conduct background checks – criminal, sexual abuse registry, motor vehicle records
- Permit agents of organization to contact prior employers and references
- Have it release your organization, leaders, employees, etc. from claims
- Have it release responders from claims
- Photocopy accepted same as original, signed copy

Review of Records

- It is preferable to have a written process
- Have consistent person/people review background checks, make reference calls
- Make it fair and equitable
- Follow same process every time
- Do **NOT** make exceptions (my cousin Joe problem)

Process

- Decide which “hits” are bars to employment or volunteering
- Arrests should not be considered, only convictions
- Violent crimes are obvious
- What about misdemeanors, violations
- How does conviction relate to job duties
- How old is conviction

Confidentiality

- Keep the results confidential
- For employees, in personnel file, locked in cabinet
- For volunteers, keep a volunteer file, locked in cabinet

How Long/How Often?

- How long should you keep background checks?
- Indefinitely – lawsuit by minor can be filed after age 18 + in states
- Want to be able to prove it was done
- How often should they be performed?
- At hire for employees and probably annual or every other year if working with minors
- At engagement for volunteers at least annually (plus train volunteers)

Questions?