



Background Check, Policy 4.15 Third Party Staffing Vendor Contract Language

Statement of Intent:

The university is committed to maintaining a safe and secure environment for the campus community. This policy applies to contractor employees, hired through third party staffing vendors that are intended to supplement the university's workforce.

Directions:

The following language must be added to all contracts with third party staffing vendors.

Contractor, at its expense, must conduct a background check for each of its employees, as well as for the employees of its subcontractors, who will provide services to the university, who will have access to restricted institutional data, or who will have access to university computer systems, either through on-site or remote access (collectively "Contractor Employees"). Contractor Employees, for the purpose of this requirement, include such temporary staff as office support, custodial service, and third-party vendor interpreters and transcribers. They do not include routine delivery workers, performing artists, etc. Background checks are to be conducted either through the university's preferred background check vendor portal Sterling Staffing Solutions or the Contractor's independent background check vendor. For those positions specified, the following types of checks for a 7-year residence history **must** be completed:

- Social Security Number (SSN) Validation and Address History
- National Criminal Database
- County Felony and Misdemeanor (for past 7-year residence history)
- National Sexual Offender Registry Search.

The Ohio Revised Code and some university policies may require background checks to be completed on specific populations. Background checks required by Ohio Revised Code must be conducted through a fingerprinting process and submitted to the Ohio Bureau of Criminal Investigation (BCI) and/or the Federal Bureau of Investigation (FBI).

The background check(s) must be conducted **prior** to initial access and/or involvement by Contractor Employees. Contractor Employees, who separate employment from the Contractor, as defined by The Ohio State University Office of Human Resources, must undergo another background check prior to renewed access and/or involvement to the university. The university also has the ability to audit a contractor's background check process, to ensure compliance with university standards, at any time. Additionally, all Contractor Employees have the responsibility to self-disclose any misdemeanor or felony convictions that occur while assigned to the university within three business days of the conviction or upon return to a university assignment. The conviction must be reported to the Contractor, the unit senior human resource professional (SHRP) or the director of employee relations. If reported to the Contractor, it is the Contractor's responsibility to notify the appropriate SHRP or the director of employee relations within three days of learning of the conviction. If at any time, it is discovered that any Contractor Employee has a criminal record that includes a felony or misdemeanor the Contractor is required to inform the university and the university will assess the circumstances surrounding the conviction, time frame, nature, gravity, and relevancy of the conviction to the job duties to determine whether the contractor employee will be placed on a university assignment. The university may withhold consent at its sole discretion. Failure of the Contractor to comply with the terms of this paragraph may result in the termination of its contract with the university.

For questions about our policy or this requirement, contact hr-backgroundchecks@osu.edu.