



100 West 13th Avenue, Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411



**Homes. People. Partnerships. Good.** [www.homesforgood.org](http://www.homesforgood.org)

## Homes for Good Background Check Policy and Procedure

Homes for Good employees are essential to advancing the Agency as a high performing Housing Authority and workplace. Homes for Good conducts job related background investigations prior to hire in order to ensure a safe and secure work environment in which Agency staff and clients are protected, while protecting the integrity and confidentiality of information gathered during the evaluation.

This policy establishes the expected level of employment verifications and background investigation and provides tools and resources to assist Agency hiring managers in appropriately screening job candidates.

### Policy Statement

All offers of employment at Homes for Good are contingent upon acceptable results of a thorough background check. Background checks will be conducted on all final candidates and temporary employees and contracted temporary employees only following the issuance of a contingent offer of employment. Homes for Good may conduct a background check on a current employee should the Agency believe that a background check is warranted.

All background investigations will be conducted in compliance with Federal and State laws and will be performed by a reputable third-party consumer reporting Agency for a period of seven years.

Background checks will typically include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Personal and Professional References:** contact will be made with individuals listed as references by the applicant.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - The nature of the crime and its relationship to the position.
  - The time since the conviction.
  - The number (if more than one) of convictions.
  - Whether hiring the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.
- **Sex Offender Registry Search:** combs a sex offender registry that spans all U.S. states and territories.
- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

Homes for Good recognizes the historical impact that criminal background checks have had on marginalized communities, and the barriers to employment they have created. A criminal conviction is not an automatic bar

to employment. Homes for Good will consider the recency, severity, frequency and nature of a conviction, as well as its relation to the position in question. Other factors may include the candidate's actions and activities since the crime, including rehabilitation and restitution.

Upon acceptance of a contingent offer of employment, candidates will be provided required disclosures regarding Homes for Good's background investigation and complete the necessary authorization.

The Human Resources representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate member of leadership and the Director of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service.

Information received from criminal background investigations will be considered confidential and exposure will be restricted. Files pertaining to background investigations will be maintained by Human Resources.

Homes for Good reserves the right to modify this policy at any time without notice.