UNIVERSITY POLICY

Background Checks

Responsible Office: Human Resources
Effective Date: March 10, 2026

Butler University strives to provide a safe environment for its students, faculty, staff, and visitors; to preserve University resources; and to uphold the reputation and integrity of the University. To support these goals, Butler requires background checks and screenings according to this policy.

I. Definitions

Background Check: Verification of credentials and other information about an applicant, employee, or affiliate. Verification may include:

- *Criminal History Check*: Verification that the individual does not have undisclosed Criminal Convictions in any jurisdiction.
- *Sex and Violent Offender Registry Check*: Verification regarding undisclosed convictions of sex and violent crimes.
- *Educational & License Verification*: Confirmation of credentials and licenses listed on the application (including driver's licenses).
- *Employment Verification*: Confirmation of positions held during a period of at least seven years preceding this application.
- *Credit History Check*: A review of credit history, strictly limited to positions with significant financial authority.

Minors: Individuals younger than 18 years of age and who are not currently enrolled students at Butler University.

Sensitive Areas: Areas requiring protection due to potential substantial harm from unauthorized access, including financial systems permitting the direct transfer of funds, access to employee banking and social security numbers, and access to employee health records. Access limited to budgetary oversight or administrative financial reporting does not constitute a Sensitive Area.

Criminal Conviction: Being found guilty, entering a plea of guilty or pleading no contest to a felony and/or misdemeanor (excluding minor traffic violations and expunged records).

II. Student Employees

Currently enrolled Butler students who are employed by the University are generally exempt from this policy unless, in the opinion of the VP & Chief Human Resources Officer ("CHRO"), their job duties and responsibilities are of such a nature to justify a Background Check.

III. Standard Pre-Employment Screening (Tier 1)

All prospective employees (faculty and staff), including full-time, part-time, temporary, and contract employees, must consent to and successfully pass a Background Check that includes:

- A Criminal History Check
- An Employment & Education Verification Check
- A Sex and Violent Offender Registry Check

All Employment Offers at Butler University are contingent upon the successful completion of the Background check. No employee may begin work prior to the completion of this check.

IV. Enhanced Screening for Sensitive Positions (Tier 2)

Enhanced screening is required for employees, volunteers, and affiliates who:

1. Direct, manage, or supervise a program involving Minors.
2. Stay overnight with Minors as part of their responsibilities.
3. Regularly spend time alone with Minors as part of their job or volunteer responsibilities. For purposes of this section, "regularly" means recurring, scheduled, or programmatic interaction, and does not include incidental or single-instance contact consistent with the University's Minors on Campus Policy.
4. Have access to Sensitive Areas, including significant financial authority.

Screening individuals in these roles requires completion of all elements of the Standard Pre-Employment Screening (Tier 1), together with the additional screening requirements described below, as applicable to the individual's role. If a standard check has already been completed within the last 6 months, only the additional components below are required.

Depending on the nature of the role, Tier 2 screening may include one or more of the following:

- Periodic Criminal History Checks at intervals specified below;
- Annual National Sex Offender and Indiana Sex and Violent Offender Registry checks;

- Any additional screening required by law or University policy for positions involving minors, overnight supervision, or access to Sensitive Areas.

Individuals described in items (1) through (3) above must successfully complete a Criminal History Check at least every three (3) years and must undergo National Sex Offender and Indiana Sex and Violent Offender Registry checks annually. The registry checks may be performed at the department level, by the hiring department, by checking the individual's name in the National Sex Offender Public Website (https://www.nsopw.gov/) and the Indiana Sex and Violent Offender Registry (https://www.icrimewatch.net/indiana.php). Consult the University's Minors on Campus policy for additional information about the nature of the activities that may trigger Background Checks for individuals working with minors (POLICY LINK HERE).

Activities in which Minors remain under the continuous supervision of a parent or legal guardian, or another adult authorized by the parent or legal guardian, and for which the University does not assume responsibility for care, supervision, or custody, do not trigger Tier 2 screening requirements.

Affiliates/Volunteers must complete the New Affiliate Request Form and Affiliate Code of Responsibility.

Individuals in category 4 must successfully pass a Credit History Check prior to beginning employment if, in the opinion CHRO, the duties and responsibilities are of such a nature to justify a Credit History Check.

V. Universal Procedures (These procedures apply to both Standard (Tier 1) and Enhanced (Tier 2) screenings)

A. Disclosure and Consent

All applicants must complete the official Butler University Employment Application.

Conditional Offer & Disclosure: Upon receiving a conditional offer of employment, applicants may be required to self-disclose Criminal Conviction information. The existence of a conviction does not automatically disqualify an individual; the University considers the nature of the offense, the position, and the time elapsed since conviction.

Consent: Consent must be obtained prior to conducting the Background Check. Failure to promptly authorize the Background Check may result in the revocation of the conditional offer.

Ongoing Duty to Disclose: Current employees are required to report any criminal arrests or convictions to Human Resources within five (5) business days of the event. Failure to report may result in disciplinary action, up to and including termination.

B. Processing

Background Checks are triggered via integration between the Human Resources Information System and the University's vendor.

Portability/Third-Party: If the individual's employer is a third-party, the University may rely upon the Background Check completed by the third-party's vendor so long as the third-party's vendor meets the University's screening standards and the check was completed within the past six months.

Re-Hires and Breaks in Service: Any individual returning to employment after a separation from the University must successfully complete a new Criminal History Check, regardless of the duration of the break in service.

Cost: Unless otherwise specified by Human Resources, the cost of the standard background check is covered by the hiring department.

C. Adverse Action (FCRA Compliance)

If information in the Background Check results in a potential adverse hiring decision, the University follows a two-step process:

Pre-Adverse Action: The University provides a copy of the report and a summary of rights pursuant to the Fair Credit Reporting Act (FCRA) to the applicant prior to making a final decision. The applicant is given a window of 5 business days to dispute the accuracy of the report and provide a response.

Final Adverse Action: If the decision stands after the review period, the University notifies the applicant of the final decision.

Compliance and Adjudication

Failure to participate fully or providing inaccurate information results in elimination from consideration for the position or volunteer role.

If a Background Check requires further review regarding safety risks, the VP & CHRO will determine next steps.

Policy Collaborators:
Contact Information: askhr@butler.edu
Appendices: None
History/Revisions: Posted September 26, 2018