

Policy Number: 3

BACKGROUND INVESTIGATIONS FOR POSITIONS OF TRUST

Background investigations shall be conducted as part of the search process for all employees hired into "positions of trust". The office who sends the Offer of appointment is responsible for sending the Background Investigation for Employment form for completion. Upon receipt of the completed form, it will be forwarded to the Department of Human Resources for submission to the Illinois State Police. The Department of Human Resources is responsible for ensuring background investigations are completed prior to entering the employment contract.

Background investigations must be completed prior to employing individuals in positions of trust.

The cost of conducting background investigations will be paid by the appropriate vice presidential area from funds identified by the Vice President.

The following positions have been identified as positions of trust at Eastern Illinois University for the purpose of compliance with the [Campus Security Act \(Public Act 88-629\)](#).

Business Affairs

A background investigation is required on all personnel in Business Affairs, with the exception of person(s) in the following series of classification: Clerk, Office Systems Assistants/Specialists, and their extra-help equivalents.

Child and Infant Development Laboratory

Faculty

Counseling Center

Counselors

Internal Auditing

All personnel

President

Student Affairs

A background investigation is required on all personnel in Student Affairs, with the exception of person(s) in the following series of classification: Clerk, Office Systems Assistants/Specialists, and their extra-help equivalents.

Vice Presidents

General Counsel

A background investigation shall also be conducted on any current employee who is promoted or reassigned from a position exempt from this rule to any position listed above or any position that would otherwise require a background investigation.

Approved:
President
April 23, 2003

Monitor: President