

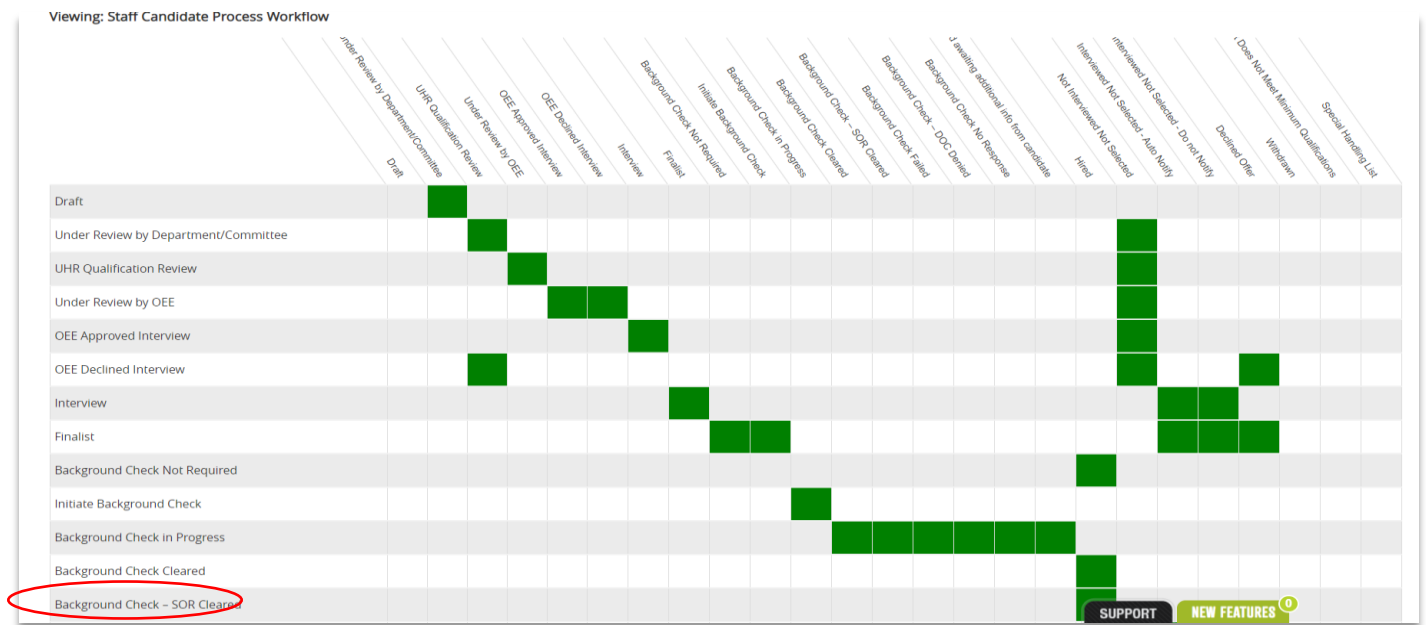
COVID-19 Temporary Relaxation of Background Check Policy

Contingency Background Check Process For All Rutgers Entities EXCEPT RBHS

AT THIS TIME, THE COVID-19 TEMPORARY RELAXATION OF BACKGROUND CHECK POLICY DOES NOT APPLY TO RBHS

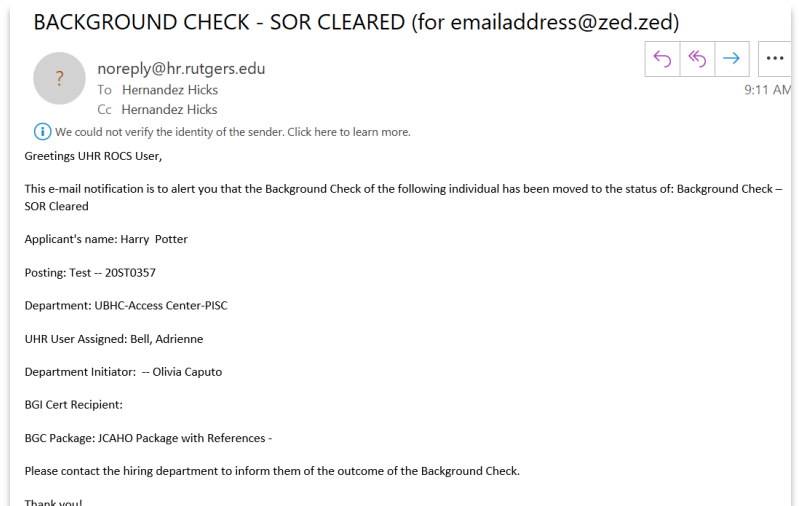
During the COVID-19 Emergency Declaration, the following temporary process has been put in place in order to allow candidates to commence employment, pending a full background check clearance, if a Sex Offender Registry (SOR) clearance is initially obtained.

Below is a screenshot of the workflow.



- This temporary workflow state is set up for Staff, Faculty, and Temp/Seasonal/Casual.
- Candidates who have cleared the Sex Offender Registry (SOR) disposition in ROCS will transition to “Background Check – SOR Cleared.” Even though they are in SOR Cleared, their full background check will still be in progress and continued employment will be contingent upon successful clearance of the full background check.
- When transition into “Background Check – SOR Cleared”, ROCS will trigger an email to the necessary parties to kick off the onboarding process, which will require an updated offer letter that incorporates language related to the COVID-19 temporary relaxation of the background check policy.

Email Trigger Communication →



Background check language to be added to offer letters:

“During the period of emergency as declared by the State of New Jersey and the University, the University may relax University Policy 60.1.30 and allow individuals to commence employment in a legacy Rutgers position prior to receiving the full results of the background check due to the inability of the University to timely obtain certain information from agencies related to that background check. Any individual allowed to commence employment under this relaxation of University Policy shall be subject to termination of employment if the information subsequently obtained about the individual that had not been obtained (or not disclosed by the applicant) at the time of application of employment, are not deemed acceptable by the University.

This relaxation/exception to the Policy by the Senior Vice President for Human Resources and Organizational Effectiveness shall apply only to certain criminal history information that may not be timely obtained due to the closure or limited availability of certain court systems during this period of emergency. Applicants must still undergo all other parts of a background check, including, but not limited to, the Sex Offender Registry. This relaxation shall not apply to applicants who must complete a full background check pursuant to statute, regulation, accrediting agency policy, or for other reasons determined by the Senior Vice President for Human Resources and Organizational Effectiveness.”

- **Staff Positions:** If a job offer is extended for a staff position, it must be extended using the new COVID-19 appointment letter template. This template has been modified to incorporate language related to the temporary relaxation of the background check policy.
- **Academic Appointments** (TT, NTT, PTL, TA/GA, Post-Docs): All template appointment letters are updated with the incorporate language related to the temporary relaxation of background check policy and can be accessed on ALR’s website.
- **Executive/Administrative/Managerial Positions:** All new executive job offers must incorporate the new background check policy language.
 - Academic Appointments

Once full background check results are received:

- If Cleared: Will mark position as filled in ROCS
- If Flagged: Will follow our adverse process