

BACKGROUND CHECK POLICY

To ensure a safe and secure environment and to comply with state and local laws, the Library requires background checks under certain circumstances.

Definitions

Under this policy, a “qualifying position” is any paid or unpaid employment position with the Library, **including a volunteer position**, that involves significant contact with minors or vulnerable adults.

Under this policy, a “qualifying prospective employee” means an individual who is 18 years old or older and applies for a qualifying position with the Library.

Under this policy a “minor” means an individual who is under 18 years old.

Under this policy, a “vulnerable adult” is an individual who is (1) 65 years old or older or (2) a dependent adult who has a mental or physical impairment which substantially affects that individual’s ability to provide personal protection, carry out the activities of daily living, or comprehend the nature and consequences of remaining in a situation of abuse, neglect, or exploitation. (See Utah Code § 76-5-111(1)(a)(xiv)(A), (D), (F).)

Under this policy, “significant contact” is recurring contact.

Process

All qualifying prospective employees must submit to a criminal background check as a condition of employment (or prior to volunteering) with the Library.

As part of the application process, a qualifying prospective employee shall consent to, and provide the information necessary to obtain, a criminal background check. Prior to the Library making an offer of employment, the human resources department of Highland City will run a criminal background check and review the results.

If the criminal background check reveals any prior criminal offenses, the Library may disqualify the qualifying prospective employee. If a qualifying prospective employee is disqualified based on the information obtained through the criminal background check, the Library will give the qualifying prospective employee written notice of the reasons for the disqualification and two business days to submit a written response to the reasons for disqualification.

The Library may charge a fee for the cost of the background check.

Effective Date

This policy is effective as of July 1, 2024.

Approved by the Library Board 04.25.2024.