



Title: Criminal Background Check Policy	Policy Category: Human Resources
Issuing Authority: Administration & Finance	Responsibility: Human Resources
Publication Date: 11/18/2022	Next Review Date: 11/18/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

None

Policy:

Stony Brook University is committed to maintaining a safe environment for its students, employees, patients, visitors and volunteers.

The University will not employ anyone whose prior criminal conviction would indicate a direct relationship (nexus) between the criminal conviction(s) and employment creating a risk to property or safety.

Criminal background and social security number verification checks will be performed on any/all State or Research Foundation positions subsequent to an offer of employment.

- Applicants will be notified about the criminal background check policy. Each prospective hire will undergo a Social Security number verification and a criminal background check.
- Any applicant who is discovered to have past criminal convictions will be evaluated for employment. If there is a direct relationship (nexus) between one or more of the criminal convictions and employment, or the granting of employment would involve an unreasonable risk, the applicant will be denied employment. Factors that will be considered include:
 - Specific duties and responsibilities related to employment.

- The bearing, if any, the criminal conviction(s) will have on ability to perform job duties.

Stony Brook University reserves the right to revoke an offer of employment of an individual who falsifies or misrepresents information contained in their application for employment (and/or materials submitted by the individual as part of the application process).

Definitions:

None

Contact:

Additional information about this policy is available here:

Human Resource Services
West Campus, Health Sciences, and School of Medicine
390 Administration Building
Stony Brook, NY 11794
(631) 632-6161

Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

None