

financially sensitive information.

- (c) Positions that allow access to personally identifiable information about individuals or organizations associated with the university or involve the creation or maintenance of processes required to secure information maintained by the university, including network administrators, system programmers, human resources, student employment and university advancement personnel.
 - (d) Positions requiring the operation of university motor vehicles or heavy equipment as part of assigned job duties.
 - (e) Individuals whose job duties require them to interact with minors.
- (3) The university may utilize a professional firm specializing in

Revised Code.

- (d) A theft offense, as defined in division (K)(1) of section 2913.01 of the Revised Code.
 - (e) A drug abuse offense, as defined in division (G) of section 2925.01 of the Revised Code.
 - (f) Substantially comparable conduct, at the university's sole discretion, to paragraphs (C)(1) to (C)(5) of this rule occurring in a jurisdiction outside the state of Ohio.
- (4) In addition, the following factors will be considered for those applicants with other potentially disqualifying criminal records in determining whether to extend an offer of employment:
- (a) The nature or gravity of the offense(s);
 - (b) The time since the conviction and completion of the sentence; and
 - (c) The nature of the job held or sought.
- (5) If a guilty plea, finding of guilty, or conviction is discovered, the applicant will be given an opportunity to discuss the findings of the criminal background report with the designated individual in the department of human resources. If, at any time it is determined that an applicant attempts to withhold information or falsifies information pertaining to previous convictions, the applicant immediately will be removed from consideration for employment. If an applicant does not disclose or otherwise withholds or falsifies information pertaining to a criminal record during the hiring process, and is later found to have such a record, it will be considered sufficient grounds to terminate the individual's employment.
- (D) Offer of employment. Generally, no one shall be hired prior to obtaining the results of background checks. However, it is recognized that there may be extenuating circumstances that necessitate the start of employment before the background check results are received. In these limited situations, employment is contingent on the results of the background check. Information obtained from the criminal background check will be used as part of the employment process and will be kept confidential to the extent permitted under Ohio law.
- (E) Standards. Faculty, staff, professional staff, student employees, graduate assistants, and volunteers working with minors must self-disclose felony or misdemeanor convictions that occur after hire within three days of pleading guilty or being convicted.
- (F) Procedure for effecting criminal background checks. The procedure for effecting criminal background checks shall be under the authority of the university of Akron's department of human resources.

Effective Date: 10/14/2023

Certification: _____
M. Celeste Cook
Secretary
Board of Trustees

Promulgated Under: 111.15

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Rule Amplifies: 3359.01

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