



HMC Management

POLICY

Subject: HMC Employment Background Check Policy

Date: November 10, 2012

GENERAL

The purpose of this Policy is to ensure that candidates for employment with HMC Management possess the appropriate qualifications for certain positions.

POLICY STATEMENT

Each final candidate for employment with HMC must submit to a background check appropriate to the position for which the candidate has applied. Background checks will be conducted in accordance with the Fair Credit Reporting Act and other applicable laws or regulations. Job announcements shall advise applicants of this requirement for background checks.

Background checks will be conducted by a professional outside company retained for that specific purpose. Candidates will be required to sign release forms provided by that company, at the time that a final candidate(s) is selected.

Type of Background Checks:

- Criminal background check – all final candidates.
- Department of Motor Vehicles abstract – all final candidates who are expected to be driving an HMC vehicle in the course of their duties.
- Credit Check – all final candidates who are expected to handle money or process financial transactions in the course of their duties. This is essential, since the size of HMC staff does not allow for complete segregation of duties.
- Education Verification – all final candidates who are required to possess college or other educational credentials.

When a specialized license is required as a condition of employment, as in the case of ferry captain, copies of current licenses will be maintained with the employee's personnel records.

Administration of Policy: This Policy shall be administered by the Island Manager. The Island Manager shall maintain records of background checks as a part of the employee's confidential personnel file and shall not disclose these records to third parties, except as may be required by law. The determination as to a candidate's suitability for employment shall be made by the Island Manager.

This Policy has been adopted by the Board of Directors of HMC Management and is effective November 10, 2012. This Policy supersedes all other Policies on the subjects discussed here.

Approved:
HMC MANAGEMENT

Signature on file 11/10/12

President, Board of Directors Date