



# HUMAN RESOURCE POLICY MANUAL

**Subject: Employment Background Check**

**HR Policy: 240**

**Effective Date:**

**Revision:**

**Revision Date:**

**Board of Directors Approval: 06-18-09**

**MSHS Policy Council Approval: 08-15-09**

**HS/EHS Policy Council Approval:**

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## Employment Background Checks

To determine suitability for employment or continued employment, TMC will conduct background checks, including criminal background checks, of any employee, applicant or persons who discharge duties or employment functions at facilities that TMC operates. A relevant job-related arrest or conviction shall be grounds for termination of employment or non-selection of an applicant.

A felony conviction shall be grounds for non-selection of an applicant or termination of employment.

TMC employees or volunteers or persons who discharge duties or employment functions at facilities that TMC operates, must notify Human Resources and/or their supervisor of any arrest or convictions. Failure to do so shall be grounds for disciplinary action up to and including termination of employment or non-selection of an applicant. Supervisors shall notify Human Resources immediately upon being informed of any such report of arrest or conviction.