



Official Memorandum

To: Christopher Newport University’s Temporary Services Providers and Third-Party Support

From: Danielle Henley, Director of Procurement Services

CC: Human Resources, Dining Services, University Housing and Facilities Management

Date: June 27, 2024

Subject: Revised Christopher Newport University Background Check Policy

Christopher Newport University values every person that visits and shares in the experience that is our University. Thus, the University dedicates great time, resources and effort into providing a safe environment for our students and staff as well as the countless visitors to our campus. Any and all contracted vendors with personnel on our campus are required to support the University in these efforts.

The University recently updated its Background Check Policy. The University’s policy can be found on the Office of Human Resources Operations website at <https://cnu.edu/public/policies/policy/human-resources-policies/cnu-policy-5035-criminal-history-background-check-policy.pdf>

Additionally, the Office of Procurement Services has updated or expanded upon its background certification contract language to provide additional guidance to our vendor community. Below is the current language:

CONTRACTOR BACKGROUND CERTIFICATION: *The Contractor, at its expense, shall conduct background screenings to include a national criminal history background check (NCHBC) on all contracted employees (including subcontractors and temporary workers) assigned to perform services for Christopher Newport University at or in any University facility or location, including any employee provided logical or virtual access to University systems and data, even remotely. The Contractor bears the responsibility for certifying to the University that background screenings have been completed prior to*

work being performed by their employees or subcontractors. The Contractor shall only assign employees deemed qualified and permissible based on the results of completed background screenings. To ensure the safety of the University's students, staff, faculty and general public visitors to the campus, Christopher Newport University reserves the right to approve or disapprove any contracted employee(s) working at any University location should the University discover a criminal background. Disapproval by the University will solely apply to all University locations and should have no bearing on the Contractor's employment of the employee(s) outside of the University.

The background screening shall include, but not limited to, a review of the individual's records obtained through Social Security Number Search, Credit Report (if related to potential job duties), state and federal Criminal Database Search (any misdemeanor convictions and/or felony convictions are reported) in all states in which the employee has lived or worked, and the National Sex Offender Registry. The University requests national criminal history background checks to include all criminal conviction history information, and not just the most recent seven years of data. No employee listed on any sex offender registry shall be employed under this contract.

The University reserves the right to audit a contractor's background screening process at any time. Upon request, the Contractor shall provide verification of background screening completion/clearance information for any employee.

If at any time during the term of the contract, the University discovers an individual has a conviction, the University reserves the right to the immediate removal of the individual from the University's service and to request a prompt, suitable replacement. This right is non-negotiable. The same holds true for any individual convicted of any criminal convictions while in employment. The Contractor and/or individual is to disclose any criminal conviction(s) that occur while assigned to the University to the contract administrator immediately.

All questions concerning the background screening requirement shall be addressed to the Director of Human Resources Operations at 757-594-7145. The University's policy can be found on the Office of Human Resources Operations website at https://cnu.edu/public/policies/policy/human-resources-policies/cnu-policy-5035_criminal_history_background_check_policy.pdf.

Failure to comply with these terms as specified shall result in termination of the contract, unless waived in writing by the University. Signature of this solicitation and/or resulting award confirms the Contractor's compliance with this requirement.

All contracted vendors are expected to be in compliance with the University's then-current Background Check policies.

If there are any questions or concerns, please contact the Office of Procurement Services at procurement@cnu.edu.

The Contractor acknowledges receipt of this memorandum and agrees to be bound by the policies changes reflected within.

CONTRACTOR

CHRISTOPHER NEWPORT UNIVERSITY

By: _____
Signature

By: _____
Signature

Name (Printed)

Name (Printed)

Title

Title

Date

Date