

Spokane Valley Church of the Nazarene Employee and Volunteer Background Check Policy

To protect the health and safety of the children or youth at all times, it is the policy of Spokane Valley Church of the Nazarene to conduct background checks on all qualified applicants for paid positions with the Spokane Valley Nazarene Church or Amazing Day Preschool. In addition, background checks will be conducted on volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. Background checks may also be conducted for other ministry roles as deemed necessary.

Under Washington's Fair Chance Act, a background check will be conducted only after an applicant is deemed qualified for the position they are seeking. Spokane Valley Church of the Nazarene uses MinistrySafe to conduct criminal background checks on potential employees and volunteers working in various ministries within the church.

This will be a multi-level search looking at various factors that may influence suitability to work/volunteer in a paid/volunteer position. Factors may include searches with databases regarding Identity Search, Multi-jurisdictional Search, Sex Offender Database Search, County of Residence Report, Federal Court Criminal Search, and State Records Search.

In addition, information received from personal and professional references including interviews concerning a person's character, general reputation, characteristics, and lifestyle will be obtained that may influence the suitability of an applicant to work/volunteer in a paid/volunteer position.

Frequency of Background Checks

Initial background checks will be conducted on every potential employee/volunteer after the applicant has been deemed qualified for the position in which they are seeking. Thereafter, background checks will be conducted on a biennial basis.

Qualifying Period for Volunteers

Those applicants wishing to volunteer in ministry positions at SVNC must be associated with the church for three months to be eligible for a volunteer ministry position that involves the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. A volunteer may be involved in an assistant role without being required to have been regularly associated with SVNC.

Rights and Responsibilities of SVNC

The information received in these background checks may be used in making decisions about suitability for employment or being a volunteer in church ministry.

If the information received in any background check/reference could potentially affect the suitability of an applicant or continued employment of a current employee, SVNC will conduct a review of the information by the following method:

- 1) A Personnel Review Committee consisting of the Senior Pastor, Legal Counsel, Board Secretary, Chair of the Personnel and Policy Committee, and an additional Pastoral level staff employee will meet to determine if the record disqualifies an individual from serving on staff or as a volunteer at SVNC.
- 2) If it is determined that the information does not disqualify an applicant or current employee/volunteer, the process will move forward to the next step in the approval process.
- 3) If it is determined that the information potentially disqualifies a qualified applicant/employee/volunteer or would affect continued employment before an adverse action is taken SVNC shall:
 - i) Give the applicant/employee/volunteer a copy of the background check report used to make the decision not to hire or continue with employment/volunteer;
 - ii) Give a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," to the applicant/employee/volunteer; and
 - iii) Allow the applicant/employee/volunteer to review the report and explain any negative information.
- 4) If after the applicant/employee/volunteer has an opportunity to review the report and an adverse action is taken SVNC shall in writing:
 - i) Inform the applicant/employee/volunteer that he or she was rejected because of information in the report;
 - ii) Provide the name, address, and phone number of the company that sold the report;
 - iii) State that the company selling the report didn't make the hiring decision, and can't give specific reasons for it; and
 - iv) That he or she has a right to dispute the accuracy or completeness of the report and to get an additional free report from the reporting company within 60 days.

Rights and Responsibilities of the applicant/employee/volunteer

- 1) Read all appropriate documents relating to background checks and provide accurate information where asked.
- 2) If an adverse action is taken towards your application/continued employment or work as a volunteer, you have the right to receive a copy of the report used to determine your suitability for employment/continued employment or being a volunteer.
- 3) You have the right to review and respond with an explanation of any negative information included in the report before any adverse action is taken.
- 4) You have the right to receive a free report from MinistrySafe and dispute the accuracy or completeness of the report to correct any information as long as it is done within 60 days of receiving notice of adverse action.

Record Keeping and Disposal of Information

Any personnel or employment records (including all application forms, regardless of whether the applicant was hired, and other records related to hiring) will be preserved behind at least two locked doors for six years after the records were made, or after a personnel action was taken, whichever comes later. If the applicant or employee files a charge of discrimination, the records shall be maintained until the case is concluded.

Once all applicable recordkeeping requirements have been satisfied, the background reports and other information gathered with them shall be disposed of through a secure method that may include burning, pulverizing, or shredding paper documents and disposing of electronic information so that it can't be read or reconstructed.

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