SEX OFFENDERS SCREENING POLICY
FOR STAFF POSITIONS AT IUPUI

Policy: It is the policy of IUPUI not to hire applicants for staff positions who have been convicted of sexual offenses against children. Because children are on the campus of IUPUI for many reasons, including receipt of health care and other services and participation in numerous academic and volunteer opportunities, every staff employee is considered to hold a position in which there is some potential for contact with children. Further, it is the general policy of IUPUI not to retain in employment staff personnel who have been convicted of sexual offenses against children, subject to certain exceptions in the case of overriding circumstances as described below.

Responsibility: The Department of Human Resources Administration administers the policy as it relates to individuals who are in or who apply for staff positions at IUPUI. Hiring units (Responsibility Centers) are responsible for verifying that individuals who are hired on a casual hourly basis have not been convicted of sexual offenses against children. Such verification can be done by contacting Human Resources Administration. The hiring units will also notify and subsequently terminate current employees who have been convicted of sexual offenses against children.

Procedures

Applicants: Applicants will be notified by Human Resources Administration that individuals who have been convicted of sexual offenses against children will not be considered for employment at IUPUI. Such notification will be done through postings in the Employment Office and in other written materials. At the time an application for employment is made or submitted to Human Resources Administration, a check of the Indiana Sex Offenders Registry will be done. Should the applicant be listed on the registry, further consideration for employment will not be given unless the applicant can prove the listing is erroneous. For individuals who are hired on a casual hourly basis through departments and who do not complete an Application for Employment through Human Resources Administration, the hiring unit will be responsible for checking the Indiana Sex Offenders Registry. This can be done by contacting Human Resources Administration. Individuals on the registry will not be hired, unless they can prove the listing is erroneous.

Current Employees: Current employees who appear on the Indiana Sex Offenders Registry are subject to termination, unless they can prove the listing is erroneous. Human Resources Administration will review a monthly listing of employees who have been added to the Registry. Working with the campus Police Department, Human Resources will confirm the conviction through a criminal history check. Human Resources Administration will then notify the unit head where the current employee works. The unit will inform the employee and suspend the employee immediately. During the suspension, the employee will be given an opportunity
to challenge the validity of the listing and/or offer an explanation. The suspension period will also permit the unit to consult with Human Resources Administration to determine whether the current position/role puts the employee in situations where there is actual or potential contact with children. Validation of sexual offenses against a child is grounds for termination. If there are overriding circumstances to retain the employee, such a determination will be made on a case-by-case basis in consultation with Human Resources Administration and University Counsel. The determination will be based on retaining the employee in the current position. Considerations in making such a determination include (but are not limited to):

- circumstances under which contact with children occurs or may occur

- employment history

- length of time since conviction