

University Guidelines

Section 3.12 Financial Services: Human Resources

Pre-Employment Investigations Guidelines (*2 Policies of the Board of Trustees G*)

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Replaces:

- A. Southern Illinois University is committed to full compliance with the Illinois Campus Security Act, 110 ILCS 12, which requires public institutions of higher education to identify security-sensitive positions and make provisions for the completion of criminal background investigations prior to employing individuals in those positions.
- B. The University will comply with all applicable laws, including the adoption of appropriate precautions against any mandatory disclosure of legally protected personal information such as social security numbers, personal financial records or confidential medical records, as a condition of consideration for employment.
- C. The identification of security-sensitive positions shall be made in accordance with the following standards:
 - 1. Positions which involve working with minors or individuals with diminished mental capacity;
 - 2. Positions which involve providing for the safety of students, faculty, and staff;
 - 3. Positions having regular access to controlled substances; and
 - 4. Positions which provide significant overall responsibility, defined at \$50,000 or more per day, for the control of University financial resources.
- D. In addition, the identification of other similar positions of employment for which pre-employment investigations may be performed, and provide for determination of the nature and amount of investigation appropriate to each position.
- E. Potential applicants for security-sensitive and similar positions shall be notified that they may become subject to a criminal background or other pre-employment investigation, or both. Such notice shall be offered as early in the recruitment process as feasible.
- F. Such regulations shall provide criteria for determining the stage of the recruitment process at which an investigation or investigations shall be undertaken.
- G. When a pre-employment investigation has been made, this information shall be considered only as it is relevant to performance in the position in question in a manner with the Illinois Human Rights Act and the Fair Credit Reporting Act.



Daniel F. Mahony
President

12/18/2025

Date