UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID:	ADM-EMP-40 Revision 1
Title:	Falsification
Description:	Definition of and responsibility regarding falsification.
Category:	Human Resources
Applies to:	staff,faculty,student
Contact:	Human Resources
Purpose:	Policy regarding the falsification during employment.

Policy Statement:

Any false, incomplete or incorrect statement, answer, or representation, given intentionally or unintentionally by any person, either orally or in writing, pertaining to availability, acceptability, or eligibility for employment in any department, division, classification, or position at the University of Central Oklahoma or pertaining to personal information or background which is elicited for any authorized form, record or file, may result in refusal of employment by the University of Central Oklahoma. If such information is found after employment, appropriate disciplinary action up to and including termination will be taken.

It is the responsibility of the Employment Coordinator to see that appropriate verifications and background checks are completed with satisfactory results prior to making a firm offer of employment.

1. **Sex Offender Registry**. Each finalist for a UCO position will be checked against the National Sex Offender Registry.
2. **Criminal Background Checks**. All candidates of choice will be cleared through a criminal background service provider. Felony convictions and felony guilty pleas will be reviewed with the University Counsel and Hiring Manager.
3. **UCO Bursar Hold**. All finalists will be checked against the UCO Bursar Hold list. If a prospective employee has a Hold status on their account, further consideration will be extended only after satisfactory arrangements have been made with the Bursar to clear the default.
4. **Previous Employment Verification and References**. While the Screening Committee and/or Manager of the Hiring Department are responsible for verifying previous employment and checking personal/professional references, either of these functions will be performed by Human Resources upon request.
5. **Verification of Degrees**. For positions requiring technical training, or positions of Director and above, all applicable academic degrees will be verified. When a tentative offer is made, the candidate will be asked to provide “official” copies of transcripts to the Human Resources Department. For purposes of expediency, the Human Resources Department may verify the degrees directly with the granting institution but will still require that “official” transcripts be received and added to the employee’s personnel file prior to the start of employment.
6. **E-Verify**. Each person hired will be checked using the federal E-Verify system as required by Oklahoma statute.

Glossary of Terms:

Legal Citation:

Campus Links:

FAQs:

Formerly known as:

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