

The Byrd's View to Keep You Informed



Hello Staff Member,

There are numerous items the administration is working on to ensure ISU keeps pace with the rapidly changing demographics of students and enrollment patterns across the region, the United States, and the world. This month, the draft Strategic Plan for 2018-22 will be worked on by the administration and unit budgets are being prepared for presentation to the Institutional Effectiveness and Assessment Council (IEAC) Steering Committee at the end of February and beginning of March. You will be asked to provide feedback to Staff Council between the dates of February 15-24 so please check Staffmemos on a regular basis for details on how to do that. I strongly encourage all staff members to review the draft and submit your feedback to your Staff Council Representative during the dates above.

We are currently restructuring representative positions for each of the recognized groups that Staff Council represents. Briefly, we are aligning the representative positions to be in line with the grouping that the university now has. For example, previously Group 1 included Instruction and Academic Support. Now, Group 1 includes Academic Affairs – Research – Division of Health Sciences. The realignment of representative position is to keep the Council current with division titles and areas to ensure equal and appropriate representation is provided to all staff members employed at the university.

Dr. James 'Byrd' Yizar
2016/17 Staff Council President

Week of February 6, 2017:

Activities/Events Notices

- Remember that the Winter Social meet-n-greet is coming up on Saturday February 18 at 5:30pm in the Campus Recreation Center. Don't forget to like us on Facebook so that you can follow us.
- Visit the events calendar at <http://www2.isu.edu/calendar/> to see list of other university events for the rest of the month.

The Byrd's View to Keep You Informed

Staff Council News

- Pre-Employment Background Investigations – ISUPP 3170; The Office of Human Resources has announced the adoption of Pre-Employment Background Investigations. The HR Office will be responsible for completing all pre-employment background investigations with an outside agency named HireRight, LLC. The policy will establish a consistent background check process for new hires at the university. The pre-screening will be part of the offer of employment for all benefited, faculty, non-classified staff, and classified staff positions. The purpose of this background check will be to verify that individuals applying for positions have the credentials/degrees and previous employment background for advertised positions. Also, background information such as criminal records will be checked in a consistent fashion in an effort to protect and secure the safety and well-being of the campus community members and institutional assets. I have copied some of the Frequently Asked Questions that HR provided that I thought might be relevant for staff members to know about, see the end of this edition for those questions and answers. For more detailed information on the policy, go to (<http://www2.isu.edu/policy/3000/index.shtml>).

Pre-Employment Screening Frequently Asked Questions Provided by HR:

Q: Are pre-employment background checks required on all hires?

A: Pre-employment background checks will be conducted on all benefited faculty, non-classified staff, and classified staff positions. Background checks on temporary positions, student employee positions, and adjunct faculty should be conducted if the positions involve any duties as described in ISUPP 3170 Section III.E.d.

Q: Are background checks being conducted on existing faculty and staff?

A: No. Background checks will not be conducted on existing faculty and staff unless they are being selected for a different position through a formal promotion or transfer selection process, (see ISUPP 3170 Section III.E.b).

Q: How long will it take to complete a pre-employment background check?

A: The typical timeframe to complete a pre-employment background check is 2-5 days, although it can be longer depending on individual circumstances.

Q: What office is paying for the completion of pre-employment background checks?

A: The Office of Human Resources is coordinating with Division of Finance to centrally pay for all pre-employment background checks.

Q: Can a new hire begin work while the background check is being conducted?

A: New hires in positions that require a background check will not be eligible to begin employment until the pre-employment background check has been successfully completed. This process typically takes 2-5 days.

Check the Staff Council webpage on a regular basis for Byrd's View to keep you informed and remember you can contact your Staff Council representative to get additional information.