UIC POLICIES AND PROCEDURES

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SUBJECT Sanction Checks at Point of Offer		EFFECTIVE 1/14/2008	REVISED 9/01/ 2013

ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor

PURPOSE

The University of Illinois at Chicago strives to provide the safest possible environment for students, visitors, faculty, and staff, and to protect its information and physical resources. Sanction checks serve an important part of the selection process that help determine an applicant's overall employability and supports the University's efforts to maintain a safe environment and protect its assets.

SOURCES AND BACKGROUND

Medicare-Medicaid Anti-Fraud and Abuse Amendments
Civil Penalties Law
Medicare-Medicaid Patient and Program Protection Act
Balanced Budget Act

APPLICABILITY

All final applicants for employment (e.g. faculty, academic professional, support staff and student employee positions) in HIPPA "covered entities" as defined by the University of Illinois Board of Trustees on July 17, 2003 in health care related units, central campus operations which serve those units and University Administration offices on the Chicago campus.

POLICY

All covered applicants will have a sanction check initiated at the point of offer and completed prior to beginning employment at UIC. Under unusual circumstances, subject to approval by the appropriate Vice Chancellor, the applicant may be hired conditionally in a covered position pending the results of the sanction check. Costs associated with sanction checks will be paid by employing units.

The applicant must be notified of their rights and sign a release that the employer shall request a sanction check and that the applicant has the right to obtain a copy of the report and may challenge the accuracy and completeness of the report with the reporting agency.

A representative of UIC Human Resources will be designated to oversee compliance with this policy and shall serve as the Human Resources Criminal Background and Sanction Check Coordinator.