



Title: PRE-EMPLOYMENT CRIMINAL BACKGROUND CHECK	Code: C0504
Authority:	Original Adoption: 10/23/07 Revised: 10/16/18 Reviewed: 03/15/25 Effective: 06/01/26

PURPOSE & SCOPE

The purpose of this policy is to ensure a safe and secure environment for students, employees, and visitors of the College. This policy mandates criminal background checks for all employees full-time and part-time instructors, and student employees after an offer has been made.

Special emphasis is placed on individuals working in positions involving minors and those with access to sensitive data or financial assets. In addition, any employee role that has regular, direct contact with vulnerable populations (ie. children, elderly individuals, or people with disabilities). This policy applies to MATC employees at all College facilities and off-site instructional locations.

POLICY STATEMENT

The College shall conduct a criminal background check on all employees prior to the commencement of their employment. The College does not follow a “blanket exclusion” practice based on criminal records; but rather, it performs an individualized assessment of any disclosed or discovered record.

1. Individualized Assessment: No candidate is automatically disqualified based on a criminal record. Human Resources will conduct an assessment of the offense’s nature, timing, and relevance to the role.
2. Non-Discrimination: In accordance with Wis. Stat. §§ 111.31-111.395, the College will not discriminate against any individual on the basis of arrest or conviction record unless the circumstances of the offense are “substantially related” to the circumstances of the particular job.
3. Dual Enrollment Safety & Compliance: Per 2026 State of Wisconsin standards, all MATC faculty and staff assigned to courses involving ECCP or SCNP students must undergo enhanced “caregiver” level background checks to ensure compliance with minor-safety protocols. All faculty and staff teaching “dual-credit” courses must pass a Caregiver Background Check (see Wis. Stat. § 48.685) if minors are present in their classroom environment.
4. Caregiver Background Check Law: Per Wis. Stat. § 50.065, which applies to anyone who has regular, direct contact with vulnerable populations is required to have a Caregiver Background Check.



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5. Title IX & Safety: Results revealing sexual violence or harassment will be reviewed in conjunction with the College's Title IX Coordinator to ensure a non-discriminatory and safe learning environment.
6. Wisconsin Sex Offender Registry: All candidates subject to background screening will be checked against the Wisconsin Sex Offender Registry, maintained by the Wisconsin Department of Corrections, as a distinct and required component of the background check process. For positions involving contact with minors or vulnerable populations, screening will additionally include the National Sex Offender Public Website (NSOPW) to capture registrations from candidates with out-of-state history.

OFFICE OF RESPONSIBILITY: VP of Human Resources