

Procedure Manual



Title: Loyalty Oath, Security Background Checks, and Fingerprinting of Employees	Number: A6Hx2-3.06
Policy Number: 6Hx2-3.06	Page: 1 of 1

Loyalty Oath: The Human Resources Department will obtain a signed and dated Loyalty Oath for every College employee and place it in the employee's personnel file.

Background Checks and Fingerprinting: The cost of background check and fingerprinting shall be borne by the Human Resources Department.

Human Resources will make arrangements with the hiring manager to schedule fingerprinting and security background checks for the recommended candidate.

Recommending Officer's Signature: Sophia M. Galvin 	Date: 11/18/2019	President's Signature: 	Date: 11/18/2019
---	----------------------------	---	----------------------------