



**Motor Vehicle Report (MVR):** A report issued by the Department of Motor Vehicles, which details the driving record, by individual name(s) and driver license number(s), for each request submitted and indicates the status of the applicable driver's licenses.

**Near Relative:** An employee's relationship by blood, adoption, marriage, or domestic partnership including: spouse; domestic partner; parent; child; sibling; aunt/uncle; niece/nephew; first cousin and in-laws or step-relatives in one of these relationships, including relatives of an employee's domestic partner in one of the relationships listed above; or other persons for whom the employee is legally responsible.

**New Hire:** An applicant who has received an initial or conditional offer of employment. Also referred to as a Candidate.

**Officer of Inspector General (OIG) Exclusion List:** A list of individuals and entities excluded from participating in federally funded health care programs.

**Position:** A specific set of duties, responsibilities



- Job-related drug test;

- The nature of the position applied for, including the circumstances under which and the environment the duties must be performed, i.e. whether the position offers the opportunity for the same or a similar offense to occur;
- Evidence of rehabilitation (documentation or testimony) or other evidence of good conduct;
- Job relatedness
- Age of offender
- Facts surrounding offense
- Whether UNLV Health guidelines, OIG, prohibit

Kirk Kerkorian School of Medicine HR may contact the employee to request additional information regarding the above-referenced factors.

### *Adverse Action – Conviction Record*

If the school of medicine decides to deny the candidate's employment solely or in part because of the candidate's conviction history, the candidate must be notified in writing of all the following:

- The final denial or disqualification of the candidate
- The opportunity to further discuss the basis for rejection
- If the background check was completed through the DOJ/FBI fingerprinting process, the school of medicine must provide the candidate with an adverse action notice, which must include a copy of the Criminal Offender Record Information (CORI).
- If the background check was completed through a third-party vendor, the school of medicine must provide the candidate with an adverse action notice, which must include a copy of the Criminal Offender Record Information (CORI).





## Related Documents

### EXAMPLES OF ADDITIONAL BACKGROUND CHECKS

Essential Elements Position	Additional Background Check	Examples of Position Functions or Tasks
Direct access to or responsibility for controlled substances (as defined in); access to certain high risk hazardous chemicals, biological or radioactive/nuclear materials for which background checks are required by federal or state regulations or access to any other hazardous material specifically designated by the executive director of Environmental Health and Safety.	In accordance with local procedures, additional background checks may be mandatory for these positions: DEA NPDB	Has access to drugs in clinical research or research environments Dispenses prescription medication
Direct access to and/or responsibility for protected, personal, or other restricted or sensitive institutional information, including information on students, faculty, staff, or other university constituents, and IT resources that process, transmit or store restricted or sensitive institutional information.	In accordance with local procedures, additional background checks may be mandatory for these positions.	Has access to employee or student records or other restricted, sensitive or confidential data, protected health information and/or restricted data
Responsibility for operating commercial vehicles, vans, cars, machinery or toxic systems that could result in accidental death, injury or health problems.	Motor vehicle record check	Operates heavy duty, equipment, machinery or commercial vehicles University own vehicles
Requirement for a professional license, certificate, or degree, the absence of which would expose the university to legal liability and/or negative public reaction.	Education verification; and/or Professional license/credential verification	Counsels employees or students Provides legal counsel Provides medical/or therapeutic services



