

 PA TURNPIKE COMMISSION POLICY <i>This is a statement of official Pennsylvania Turnpike Policy</i>		NUMBER: 2.19 APPROVAL DATE: 07-07-2015 EFFECTIVE DATE: 07-23-2015 REVISED DATE: 02-03-2026
POLICY SUBJECT: Pre-Employment Screenings	RESPONSIBLE DEPARTMENT: Human Resource Services	

A. PURPOSE:

This policy letter governs the process by which the Pennsylvania Turnpike Commission (PTC) conducts Pre-Employment Screenings on Final Candidates to fill vacant positions prior to extending a formal offer of employment or Internal Movement.

B. SCOPE:

This Policy applies to all Final Candidates, including all current PTC Employees, who apply for any open position and have been provided a conditional offer of employment or Internal Movement.

C. GENERAL POLICY:

It is the policy of the PTC to establish consistent guidelines and procedures based on federal, state and local laws or regulations, along with applicable PTC policies, for conducting Pre-Employment Screenings. Pre-Employment Screenings may include, but are not limited to, criminal background searches for prior conviction(s) of felony or misdemeanor offenses, verification of information provided by the Final Candidate on their application (such as employment, education or prior work history), verification of any delinquent toll balances, and/or drug testing.

The PTC shall not use Pre-Employment Screening information to discriminate on the basis of any class recognized and protected by any applicable law.

D. DEFINITIONS:

Applicant – Any individual, including any current PTC Employee, who submits an application, resume, or other written expression of interest for any open position.

Committee on Administration and Personnel (CAP) - The committee that manages the PTC's compensation and complement structures, including pre-employment screening reviews, in accordance with PTC Policy Letter 2.20.

Employee – Any individual employed by the PTC in a full-time, part-time, intern, or seasonal capacity.

Final Candidate – An Applicant who meets the advertised minimum qualifications for the open position and is the primary candidate being considered for an employment offer to fill the open position.

Internal Movement – Placement into any Management or Local 30 First-Level Supervisory position of an Employee who applied for and was the selected candidate for the position. Actions such as reclassifications, transfers, and union bids are excluded from this definition.

Medical Review Officer – A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug test results.

Pre-Employment Screening – The process of gathering and reviewing criminal history records, educational history records, prior employment records, professional or personal references, and any required professional license. For purposes of this policy, Pre-Employment Screenings also include the processes of conducting pre-employment drug testing and determining delinquent toll balances.

Random Testing Pool – The group of all Commercial Driver’s License-required drivers who are subject to Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol regulations and eligible for selection in federally mandated random testing.

E. PROCEDURES:

Human Resource Services (HRS) will conduct Pre-Employment Screenings for Final Candidates prior to extending a formal offer of employment or Internal Movement. This includes the requirement to execute a separate release and authorization for each screening, allowing the PTC to conduct the Pre-Employment Screenings, and the notification of status and adverse action procedures.

Pre- Employment Background Screenings

A criminal background check conducted as part of a Pre-Employment Background Screening may include, but is not limited to, multi-state, county, and federal court background checks.

These screenings are typically performed by a third-party vendor and are performed in accordance with the Fair Credit Reporting Act, the Pennsylvania Criminal History Record Information Act, and any other applicable federal, state, or local laws. The results will include information that occurred within ten (10) years prior to the Final Candidate’s offer of employment or Internal Movement and will include all felony and misdemeanor convictions and pleas, including “no contest” pleas of any kind and information on any pending criminal matters.

Decisions as to suitability for employment, based on criminal background checks, are made on a case-by-case basis and reviewed by the Committee on Administration and Personnel (CAP). The following factors will be considered in arriving at any final determination:

1. The number of offenses and the circumstances of each;
2. The severity of the offense(s);
3. The relevance of the offense to the position for which the individual is being considered;
4. The individual's age at the time the last offense was committed;
5. The time elapsed since the last offense and the application for employment;
6. Evidence that the individual performed the same type of work post-conviction without incident;
7. The individual's rehabilitation efforts, including, but not limited to, education and training;
8. Employment or character references;
9. Any other information that may be relevant for a particular position.

The PTC reserves the right to conduct Pre-Employment Background Screenings directly through an authorized source including, but not limited to, educational institutions, references, institutions issuing licenses or certifications, the Pennsylvania State Police (PSP), and the Final Candidate's current or previous employers.

The information obtained as a result of a Pre-Employment Background Screening will be treated as confidential and authorized Employees will be allowed access on a strict "need to know" basis.

The Final Candidate shall be notified in writing and in accordance with all applicable laws of any adverse information. Where applicable, the PTC shall notify the Final Candidate of rejection based on information in the consumer report and provide the name, address and phone number of the company that sold the report. In addition, the PTC shall inform the Final Candidate that the company selling the report did not make the hiring decision. The Final Candidate shall be provided with a free report (upon request) and can dispute the findings with the company selling the report for completeness and accuracy within sixty (60) days.

Pre-Employment Drug Testing

All Final Candidates receiving a conditional offer of employment must produce a negative pre-employment drug test(s) before a formal offer can be made. Once a drug testing order has been sent to the Final Candidate, they must complete the drug testing within three (3) business days from the date the order was sent. They will be required to sign a written consent form in which they consent to and authorize testing. A Medical Review Officer (MRO) is responsible for ensuring the accuracy and integrity of the drug testing process. The MRO will afford the Final Candidate the opportunity to disclose any medications or other information they feel may be relevant to the testing. Final Candidates must comply immediately with any request from the MRO.

If the Final Candidate does not provide a legitimate, allowable, medical explanation for a positive result, or if the test was adulterated or substituted in any way, the MRO will report the result as positive and the PTC will accept no further explanation directly from the Final Candidate. The PTC

shall notify the Final Candidate of rejection based on a positive result of their drug test. Final Candidates who receive a positive result on their drug test will not be eligible to receive another conditional offer of employment for a period of six (6) months following the positive test.

Pre-employment drug testing results for positions determined to be safety-sensitive in accordance with the Department of Transportation (DOT) and FMCSA regulations are valid for thirty (30) calendar days from the date of the test. Drug testing results for positions that are not safety-sensitive are valid for sixty (60) calendar days from the date of the test. Final Candidates who do not begin employment within the validity period will be required to complete a retest.

Pre-Employment drug testing will also be required for movement into DOT-covered positions if the Employee is not already included in the PTC's Random Testing Pool.

Pre-Employment Screenings for Delinquent Toll Balances

Pre-Employment Screenings will be conducted, in collaboration with the PTC's Toll Collection Operations Department, to determine if a Final Candidate has any delinquent toll balances connected with travel on the PTC toll road system.

The Final Candidate must pay any delinquent toll balances owed to the PTC in full, by the mutually agreed upon start date of hire, or effective date of the Internal Movement.

The PTC reserves the right to modify this Policy Letter at any time, including, but not limited to, modifying the requirements or testing methods, or making an exception or change based on the immediate need to maintain efficient operations.

This Policy Letter supersedes all previous Policy Letters on this subject.