



HI-PIC HR Hiring Requirements

What to Expect as a HI-PIC Intern

After an internship offer is made, the following steps are taken before the internship begins:

1. The Western Interstate Commission for Higher Education (WICHE) Human Resources Coordinator, Deidre Coulter (dcoulter@wiche.edu), will contact you to complete a background check required for employment.
The Background Check includes:
 - a. Social Security Trace
 - b. County Criminal Felony & Misdemeanor - All counties lived
 - c. 7-Year History Multi-Jurisdictional National Search with County Verification. This search includes:
 - i. National Sex Offender Registry – live search
 - ii. Department of Corrections/Bureau of Prisons Records in 45 States
 - iii. Partial County Court Records in over 1100 counties
 - iv. State Criminal Record Databases From 20 States
 - v. OFAC Blocked persons List
 - vi. Denied Persons List; Debarred Persons List
 - vii. FBI Fugitive List
 - viii. National Public Record Online Indexes
 - ix. Database of Searched Criminal Records
 - x. Interpol Most Wanted List
 - xi. Canadian OSFI List
 - xii. European Union Terrorism Sanctions List
2. WICHE Human Resources and Administration determine if a particular record should prevent someone from being employed. Several factors are employed in that determination. For example, nature of crime, date of the offence, potential impact of the offence, etc.
3. All WICHE staff are required to be fully vaccinated for COVID-19 and are required to provide proof of vaccination by December 8, 2021, unless a reasonable accommodation is approved. Staff are considered fully vaccinated for COVID-19 two weeks after they have received the second dose in a two-dose series, or two weeks after they have received a single dose vaccine. Only medical and sincere religious exemptions will be considered. Staff not in compliance with the policy by December 8, 2021, (the federal deadline) will be terminated from their employment with WICHE. Staff in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief, must submit a completed Request for Accommodation form to Human Resources to begin the interactive accommodation process no later than November 15, 2021. Accommodations will be granted in accordance with the Executive Order, if the request does not pose a direct threat to the health and safety of others, and if the accommodation does not cause WICHE, its staff, or partners undue hardship.

4. In addition to WICHE requirements, each Hawaii state agency has credentialing requirements for matched interns. You will be contacted by the Human Resources department of each state agency to complete necessary steps for credentialing within the setting:
 - a. **Department of Public Safety (for interns matched at Oahu/Maui Community Correctional Facility):**
 - i. Matched interns must provide consent for a Criminal Background Check that includes a search of the Hawaii Criminal Justice Data Center and the National Crime Information Center.
 - ii. The Department of Public Safety Human Resources Department determines on a case-by-case basis if a particular record should prevent someone from completing his or her internship within this setting. However, general exclusionary criteria include:
 1. Convicted felons must be in the community for 5 years during which time they must be completely arrest free. They also need to be off all supervision for 2 years.
 2. Convicted misdemeanants must be in the community for 2 years during which time they must be completely arrest free and off all supervision for 2 years.
 3. Persons with pending criminal charges will not be considered.
 4. Persons on probation or parole are not eligible.
 5. Persons convicted of a sex crime will require special review and approval
 - iii. Persons found not guilty by reason of insanity or mental defect will require special review and approval.
 - iv. Persons with substance abuse histories/problems should be with the referring organization for 1 year as well as clean and sober for at least 1 continuous year, 2 years are suggested.
 - v. Anyone who fails to fully disclose their criminal history, falsifies, or withholds information on the Consent for Criminal Background Check will be rejected.
 - vi. Exceptions to these require approvals from the affected wardens, division administrators, and Deputy Director of Corrections.
 - b. **Department of Health (for interns matched at Hawaii Youth Correctional Facility, Hawaii Family Guidance Center):**
 - i. Matched interns must be fingerprinted and given consent for the completion of a Criminal Background check, a National Sex Offender Registry check, and a Child Abuse and Neglect Central Registry check.
 - ii. The Department of Health Human Resources Department determines on a case-by-case basis if a particular record should prevent someone from completing his or her internship within this setting. However, general exclusionary criteria include:
 1. Previous conviction of a felony
 2. Registered sex offender
 - c. **Department of Education (for interns matched at Windward, Kauai, KKP and Hawaii School Districts) Screening includes:**
 - i. Fingerprinting via the Hawaii Criminal Justice Data Center (HCJDC) and the Federal Bureau of Investigation (FBI) for the purposes of accessing and reviewing state and national criminal history records pertaining to the matched interns.
 - ii. Background check. Exclusionary criteria include a history, or background involving:
 1. Violence
 2. Alcohol or Drug Abuse
 3. Sex Offense
 4. Offense involving children
 5. Other circumstances which indicate the individual being screened may pose a risk to the health, safety, and/or well-being of children.
 - iii. You will need two forms of ID for the background clearance
 1. Driver's license
 2. Social Security Card

Intern Benefits provided by the Western Interstate Commission for Higher Education

Medical Insurance

- Medical plan (please refer to benefit summary or contact HR for more information).
- Coverage begins for new interns and their dependents (if elected) on first day of the month following date of hire.
- WICHE abides by the Hawaii Prepaid Health Care Act when determining premium contributions made by WICHE and intern.

Temporary Disability Insurance

- Wage replacement benefit for non-work related injury or sickness
- Covers 58% of average weekly wages (maximum weekly amount applies, please contact HR for current maximum weekly amount)
- Seven day waiting period
- Maximum of 26 weeks of benefits paid during a benefit year (please refer to benefit summary or contact HR for more information)

Paid Leave

- 15 PTO days
- Paid Hawaii state holidays
 - <https://dhrd.hawaii.gov/state-observed-holidays/>

Additional Intern Benefits

- Worker's compensation is provided as required by state law
- Reimbursement is provided for the purchase of student liability insurance through the APA Trust.
<https://www.trustinsurance.com/Insurance-Programs/Student-Liability>
- Travel costs are covered for intern participation in orientation, minor rotations, and graduation