Background Checks

The CSU has <u>revised and updated/clarified the Background Check Policy</u>. Below is an overview of the campus process related to background checks, which is effective immediately. As always, please contact Human Resources or Faculty Affairs with any questions.

Affected Groups

The policy requires background checks for the following groups:

1. <u>All new hires</u> (Staff, Faculty, and MPPs; includes temporary, intermittent, probationary and at-will employees).

2. <u>Current employees</u> who;
   a. voluntarily promote, transfer, or are reassigned into a sensitive position that requires a background check, or
   b. are under voluntary consideration for positions in which a background check is required by law

   Unless they have successfully completed a CSU background check within the past 12 months on our campus.

3. <u>Rehires</u>: Any former employee (including a rehired annuitant and temporary faculty member) who is re-appointed to a CSU position after a break in service of twelve (12) months or more <u>and</u> has not had a CSU background check within the past 12 months on our campus.

4. **Student workers**: Studen.5(d)1eS iarequif edelylhawe not had the specifically required checks

   within the past 12 months on our campus.

5. <u>**Employees, volunteers, and consultants who work at CSU-hosted recreational camps and clinics on or off campus**</u>:
   a. In an effort to provide the safest possible environment for <u>minor children</u>, the CSU will conduct a background (fingerprint) check, including criminal records check and sexual offender registry check for all CSU employees, volunteers, and consultants <u>who perform work involving direct contact with minor children</u> at CSU-hosted recreational camps that are operated by the CSU or on CSU property, a CSU auxiliary, or by an outside entity.
   b. The term <u>"recreational" includes</u>, but is not limited to, sports, dance, academic, and other recreational camps or clinics for minor children hosted by the CSU.

    c.   As part of the agreement to operate on CSU property or under the CSU name, <u>outside entities</u> are responsible for ensuring that the appropriate background checks are completed for its volunteers and employees.

    d.   <u>Bargaining unit employees</u> who have worked in the past or who are currently working with camps and/or clinics on the campus (e.g. youth activities) are subject to this requirement unless they have successfully completed a criminal records check and sexual offender registry check within the past 12 months on our campus.

6. **Employees of Auxiliaries and Outside Entities:** The CSU requires auxiliaries and outside entities that employ individuals in positions who are subject to legal background check requirements and those in positions defined as sensitive by CSU policy to certify that such individuals have completed appropriate background checks.

7. **Employees of Independent Contractors:** As part of the agreement to operate under the CSU
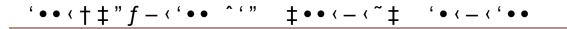
Communication

Position Descriptions should reference the background check requirements in the qualifications. **All advertisements, notices, and postings must also state:**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

All background checks must be completed before an appointment is finalized and the candidate, including one who is a current employee, or volunteer begins work in the new position or assignment.

Questions

Any questions regarding the CSU Background Check Policy or our campus process should be directed to Human Resources, Faculty Affairs, or Procurement as indicated below.

3/2017

Key Duties & Responsibilities	Examples of Occupation/Position	Examples of Major Position Functions or Tasks
Responsibility for the		

Key Duties & Responsibilities	Examples of Occupation/Position	Examples of Major Position Functions or Tasks
Responsibilities that require the employee to possess a license, degree, credential or other certification in order to meet		