



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

### MEMORANDUM

**DATE:** August 3, 2015

**TO:** All MPPs, Faculty, and Staff

**FROM:** Dennis Shimek  
Vice President for Faculty Affairs & Human Resources

**SUBJECT:** Background Check Policy

Many of you are already aware that the CSU Chancellor's Office has issued a new system wide Background Check policy effective Monday, **August 3, 2015**. We've linked to the entire policy here ([HR 2015-08](#)). This memorandum highlights some of the important points that will impact campus and auxiliary operations.

#### **Affected Groups**

The policy requires background checks for the following groups:

1. **All new hires** (Staff, Faculty, and MPPs; includes temporary, intermittent, probationary and at-will employees).
2. **Current employees** who voluntarily promote, transfer, or are reassigned into a sensitive position that requires a background check.
3. **Student workers** who are employed in a sensitive position; i.e., if they will have duties that would require a background check if performed by a CSU employee.
4. **Volunteers** who perform work in a position designated as "sensitive".
5. **Independent contractors, special consultants, and auxiliary employees** if they perform duties that would require a background check if performed by a CSU employee.
6. **Employees, volunteers, and consultants who work at CSU-hosted recreational camps and clinics on or off campus**

In an effort to provide the safest possible environment for minor children, the CSU will conduct a background check, including a criminal records check and sexual offender registry check for all employees, volunteers, and consultants who perform work involving direct contact with minor children at CSU- hosted recreational camps and clinics that are operated by the CSU or on CSU property, a CSU auxiliary, or by an outside entity.

#### **Types of background checks**

All background checks require employment verification, education verification, reference checks, and criminal records checks. If job-related, additional checks, including credit report history, motor vehicle records/licensing checks, professional licensing/credential verification, and sex offender registry checks may be initiated as part of the selection process.

### **Background check requirements**

Job descriptions and postings for positions that require background checks must specifically state that the candidate must successfully complete the required background checks. **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.** (Note: The President or his/her designee may authorize new faculty members to begin work before the background check is completed only in the limited circumstances where university operations will be adversely affected because it would not be otherwise possible to offer a class to students.)

### **How background checks will be coordinated**

1. The **Office of Human Resources** will coordinate background checks for the following groups:
  - MPPs
  - Staff
  - Non-Unit 11 student employees
  - Volunteers
  - Special Consultants
2. The **Office of Faculty Affairs** will coordinate background checks for the following groups:
  - Unit 3 employees
  - Unit 11 employees
3. **University Extended Education** will coordinate background checks for UEE faculty.
4. Each auxiliary will coordinate background checks for its employees.
5. **Procurement** will work with departments to ensure that independent contractors provide verification that they have completed all required background checks for their employees.

### **Impact on Campus Departments**

While Faculty Affairs and Human Resources will have the major roles/responsibilities in the background check process, all campus departments will have to:

#### **Consult with HR/FA/Auxiliaries regarding Volunteers, Student Employees, and Special Consultants.**

Departments will be responsible for working with the appropriate department (HR, Faculty Affairs, and Auxiliaries) to determine whether any positions in these categories are performing sensitive work which would subject them to background checks. This determination must be made **BEFORE** the position is advertised or any recruitment begins. The individual in the sensitive position/assignment must successfully complete the background check **BEFORE** they are hired or begin volunteering for the university.

### **Sensitive Positions**

Whether a CSU position should be considered sensitive is determined by the duties and responsibilities of the position. Sensitive positions are those designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

The Office of Faculty Affairs and Human Resources is available to provide additional guidance.

### **Next steps**

We know that this new policy will generate questions and discussions – we’re here to help. The Office of Faculty Affairs and Human Resources is currently revising its forms and internal procedures to ensure compliance with the new policy.

**Please direct specific questions about this policy to the following individuals:**

Dennis Shimek, Vice President, Faculty Affairs & Human Resources, CSU Stanislaus, extension 3373

Veronica Taylor, Human Resources Manager, Employment & Recruitment, extension 6735

Wendy Miller, Faculty Affairs Specialist, extension 3401

Thank you,

Office of Faculty Affairs & Human Resources