



# CSU Background Check Policy

Humboldt State University

Human Resources & Academic Personnel Services

*Updated April 2017*



# Individuals Impacted

- All new hires
- Current employees under voluntary consideration for **sensitive positions**
- Student workers and volunteers when required by law or when driving
- Special Consultants, and employees of auxiliaries, outside entities, and independent contractors when required by law or under consideration for sensitive positions

**BACKGROUND CHECKS MUST BE COMPLETED PRIOR TO APPOINTMENT**



# Sensitive Positions

- Examples
  - Access to Level 1 data
  - Access to detailed student records
  - Driving university or commercial vehicles
  - Access to hazardous chemicals or materials
  - Direct contact with minor children (not matriculated students)
  - Access to health records/drugs
  - Access or control on a regular basis of over \$10,000 in cash, checks, credit cards, or credit card information



# Exemptions from Background Checks

- Employees rehired to the same campus who have had a background check performed in the previous 12 months
- Employees re-appointed to the same position at the same campus within 12 months
- Employees hired for one (1) day events (e.g., public talks, guest lectures, conference presentations)

# Background Check Requirements

Hiring departments are responsible for initiating appropriate checks

A background check consists of more than just a criminal records check

- **Criminal records check**
  - Includes Sexual Offender Registry check
- **Employment verification**
  - All relevant employment within the past 5 years
- **Education verification**
  - Educational requirements as appropriate to the position
- **Reference checks**
  - Contact current and former employers with a standardized inquiry to verify the applicant's work history and skills

# Job Related Checks

- **Credit Report History**
  - Must be job-related
  - Required for positions as defined by [California Labor Code §1024.5](#)
  - Limited use examples:
    - Management positions
    - Regular handling of more than \$10,000 in cash, checks, or credit card purchases
    - Regular access to bank/credit info, SSN, and DOB for any one person
- **Motor Vehicle Report**
  - Required if operating vehicles on university business and/or heavy machinery
- **Professional Licensing, Certification and/or Credential verification**
  - Required for some positions



# Criminal Records Check

- Fingerprinting (Live Scan) is required by CSU Policy and the California Education Code for employees or volunteers with direct contact with minors.
  - For BC policy purposes, matriculated students under 18 years of age are not considered minors
- Campuses may not subscribe to subsequent criminal records updates; however, may conduct periodic sexual offender registry checks
- Can consider a conviction only if convicted, released from prison, or released from parole within prior 7 years



# Motor Vehicle Record Check

- Required for all employees, volunteers and students driving on university business.
  - Includes student activities like field trips, clubs, etc.
- Must be completed at least annually for students and volunteers.
- May be requested periodically for all drivers.
- Conducted through *Accurate Background*.
- Completed Defensive Driver Training also required prior to driving on university business.





# Timing and Limited Exceptions

- Background checks must be completed prior to appointment
- Limited exception for faculty when University operations will be adversely affected
  - E.g., when affects ability to offer a class
- Exceptions are not permitted for sensitive positions

# Job Postings

- All advertisements, notices, and postings for positions that require background checks must include the following language:

*Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.*

- Job postings shall state that the position has been designated to be sensitive and identify if the position will have access to sensitive data.

# How to Order Background Checks

- **Criminal records check**
  - Conducted through *Accurate Background*, unless fingerprinting is required
  - If fingerprinting is required, conducted through Live Scan service (will still need to use *Accurate Background* for other checks)
- Checks conducted through *Accurate Background*
  - **Education verification**
  - **Credit Report**
  - **Motor Vehicle Report**
- Checks conducted by hiring department
  - **Professional Licenses/Certificates**
  - **Reference Checks**
  - **Employment verification**



# Adjudication of Results

- Background Check results will be sent to HR&APS for review
- If background check results show one or more criminal convictions
  - Review by Sr. AVP for Faculty Affairs & Human Resources, UPD Chief of Police, and Appropriate Administrator
  - Consultation with CSU legal counsel will take place as needed
- For Motor Vehicle checks showing violations
  - Review by HR&APS, Director of Risk Management & Safety, and Appropriate Administrator, as needed

# Resources

- [Background Check Resources](#)
  - Background Check Policy Highlights
  - Background Check Packages
  - Sensitive Positions
- [CSU Background Check Policy \(HR 2016-08\)](#)
- [Accurate Background Website](#)



# Contacts

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