

## BACKGROUND CHECK POLICY GUIDELINES

Per CSU’s **HR 2015-08 Background Check Policy**: “The California State University (CSU) is committed to protecting the health, well-being, and safety of its employees (including student workers), students, volunteers and guests. Protection of the campus community and its assets can be best achieved when risk and issues of compliance are well managed. To accomplish these goals, the Background Check Policy was created to provide policy directives and guidance in the administration of background check programs...The CSU recognizes the need to balance its responsibility for conducting background checks with the need to protect individual privacy. Federal law, state law and University policy recognize the individual’s right to privacy and restrict the use of information obtained through background checks.

<b>1.</b>	<b>Effective Date:</b>	August 3, 2015	<b>7.</b>	<b>Student Workers</b>	Required to have background checks if they perform duties that would require the checks if performed by CSU employees.
<b>2.</b>	<b>Components:</b>	Background checks require employment verification, education verification, reference checks, and criminal records checks. Other job-related checks may also be conducted. Credit checks may only be conducted for specific jobs designated under California law.	<b>8.</b>	<b>Independent Contractors/ Consultants/Auxiliaries/ Outside Entities:</b>	If operating under the CSU name or on CSU property, these entities are required to provide the campus with written verification that background checks were successfully conducted for services that will be rendered by their employees that will perform services for which background checks are required on the campus
<b>3.</b>	<b>New Hires:</b>	The campus must conduct background checks on all final candidates for new hires, including temporary, probationary, intermittent, and at-will employees.	<b>9.</b>	<b>Confidentiality:</b>	Campuses are responsible for maintaining the confidentiality of the background check results, and ensuring that they are properly retained and destroyed, as appropriate.
<b>4.</b>	<b>Current CSU Employees:</b>	Current employees are required to undergo background checks if under <i>voluntary</i> consideration for a position in which a background check is required by law or for a sensitive position (with limited exceptions).	<b>10.</b>	<b>Non-Discrimination:</b>	Background check information cannot be used to discriminate against any individual on the basis of race, religion, ancestry, color, sex, sexual orientation, gender identity, age, physical disability, mental disability, veteran status, marital status, pregnancy, medical condition, genetic information, and/or national origin.
<b>5.</b>	<b>Sensitive Positions:</b>	Positions designated by the campus as requiring heightened scrutiny of individuals based on the potential for harm, concerns for safety and security, or risk of financial loss to the CSU community.	<b>11.</b>	<b>Job Postings:</b>	Job postings must include notice that a background check is required.

6.	<b>Current Faculty:</b>	<p>A background check is required for a current faculty member only if s/he is moving into a new position that is appreciably different from the former position and is taking on new duties that are <i>sensitive</i> or require a background check <i>by law</i>.</p> <p>The following faculty status changes are not normally associated with the assumption of new duties, and will not normally trigger a requirement for a background check:  promotion; lecturer range elevation;  reappointment of a lecturer to a higher range; changes to pay plan (Academic Year (AY) to twelve (12) month); assignment in summer session or Extended Education</p>	12.	<b>Volunteers:</b>	Required to have background checks if they perform duties that are deemed sensitive, or for which a background check is required by law.
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