



MEMO: Background Checks for HSU Sponsored Programs Foundation

Background:

The California State University's system wide Human Resources issued Policy 2015-08 went into effect August 3, 2015. It serves to incorporate new requirements and to provide a clearer understanding of CSU policy objectives related to background checks for state and auxiliary employees. Auxiliaries have the discretion to determine which positions are considered "sensitive." Standards for determination should be consistent with the campus standards for determining sensitive positions. The paragraphs below outline the implementation and compliance with this policy for auxiliary employees of the HSU Sponsored Programs Foundation (HSU SPF).

HSU Sponsored Programs Foundation is committed to reasonably protecting all people who are employees, students, volunteers and guests. HSU SPF shall conduct background checks of all paid individuals and volunteers who voluntarily transfer or are hired into sensitive positions as defined below.

These positions include individuals who have direct repetitive contact with minors participating in our programs or employees who are in sensitive positions as defined below. HSU SPF will carry out this requirement in a fair, consistent and non-discriminatory manner, complying with applicable state and federal laws and guidelines, including the Fair Credit Reporting Act and the Equal Employment Opportunities Commission.

Definitions:

Minors: Any individual under the age of 18 years old (not matriculated students)

Sensitive Positions: Individuals who primarily work with minors or responsible for the care, safety, and security of minors in their positions; or individuals with regular access to [Level 1 Confidential Data](#) which is defined as data that comprises identity, health and financial information that can lead to serious identity theft if exposed.

Costs Associated with Background Checks:

Costs associated with background checks will be incurred by the hiring grant/project associated with the individual. If the charge is deemed unallowable by the funding agency, the costs must be reimbursed by an appropriate trust account or other discretionary funding source.

Types of Background Checks:

- Basic Package = \$43.00
 - *National Address Locator (SSN Trace)*
 - *7 year County Criminal Search (F/M) in each county the applicant lived in based on the SSN Trace – unlimited counties nationwide*
 - *One name plus up to 3 aliases*
 - *Employment Verifications (for all employers in last 10 years)*



- *Education Verification (highest degree)*
- *National Sex Offender Database*
- *National Criminal Database*

A La Carte Additional Items:

- Professional References – 2 references* = \$29.25
- LiveScan Fingerprinting** = \$64.00

*All sensitive positions that require a background check must have at least 2 professional reference checks conducted. If the Principle Investigator/hiring authority elects to conduct the candidate's reference checks themselves, then they may select the basic package without any additional costs.

**All sensitive positions primarily working with minors or are responsible for the care, safety, and security of minors in their positions must also undergo a [LiveScan](#) fingerprint roll at UPD.

Notification of Required Background Checks:

Advertisements, notices and postings for sensitive positions that require background check should state: "A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position." In the event the position *is not* posted then the employee would be notified by the Principle Investigator/hiring authority that their appointment is contingent on successful completion of the required background checks.

Confidentiality and Records Retention:

HSU SPF will maintain the confidentiality of the background check results, unless otherwise required by law. Only designated SPF staff and the Executive Director will be notified and will have access of the results. Personnel records are kept in a locked file cabinet. Only designated SPF staff and Executive Director will have access to personnel records. Background check records will be maintained in files separate from employees' personnel files.

Adverse Action/Right to Appeal:

If any adverse information is received from vendor, then the potential employee will be provided the report and given 5 business days to dispute any findings.

If any information is used to make an employment decision and adverse action occurs, the individual will be notified and given the right to appeal in writing to the SPF Executive Director, who will investigate and make the final determination.

We understand there may be an adjustment period while current employees/supervisor's become acclimated to the process. Please feel free to contact our office at (707) 826-4189 with any questions or concerns you may have.