

CoE Criminal Background Check (CBC) Policies and Procedures

Updated 4/1/2015

Background checking of applicants should only be done by authorized Dean's Office staff in accordance with established campus policies, procedures, and methods. Hiring units should refrain from doing any independent searching on publicly accessible web sites (e.g., CCAP).

The CBC requirement applies equally to "permanent" and "temporary" (e.g., summer) positions.

Campus policy has determined that all positions for summer programs involving any contact with minors as participants are considered "positions of trust with access to vulnerable population" requiring CBCs—even for current faculty and staff, as well as volunteers. Link is located at:

http://www.ohr.wisc.edu/CriminalBackgroundCheck/UW-MadisonCriminalBackgroundCheckPolicyUpdatesFinal_14717.pdf

Faculty, Academic Staff, and Classified (permanent/project/LTE) positions:

CBCs must be successfully completed prior to entering the appointment into JEMS-Hire. In any specific instance where there is a delay due to circumstances beyond the control of the applicant or department (e.g., GIS delay), contact your assigned Dean's Office HR contact, either Debbie Severson-Hetzel or Tricia Drees to discuss. Jeanne Hendricks is the contact for all Faculty recruitments.

As soon as a selection is made, the Department Payroll Coordinator (DPC) should email the following information to the CBC email account at <coe-cbc@enr.wisc.edu>

Last Name, First Name

Current Email Address

Appointment Type (e.g. Classified Permanent/Project/LTE, Faculty, Academic Staff, Student Assistant, Student Hourly)

Employee ID (If applicable)

Department UDDS

Department Name

PVL #, CHRIS # or other identifier (e.g., TA, PA, PA-grader)

Anticipated Start Date

Prior CBC Completed (If Applicable Provide Date)

The DPC should explain the CBC process to the applicant & advise them to watch for an email from GIS Customer Service (including checking any spam folders) and follow its instructions promptly and completely. Prompt attention and compliance from them is essential, as they cannot be hired for the position unless and until the CBC process is successfully completed.

When the CBC process is completed, an email will be sent to the DPC, with a copy to the divisional payroll office.

The DPC then proceeds to enter the appointment into JEMS-Hire.

For **Classified Appointments**, CoE Human Resources will enter the CBC Completion Date into CHRIS and it will be pushed into HRS.

For **Faculty and Academic Staff** appointments, the DPC should enter the CBC Completion Date into the appropriate field in JEMS-Hire. The CoE Dean's office will not push an appointment from JEMS-Hire into HRS without a CBC completion date. Any rare exceptions must be approved by CoE Human Resources.

RA, TA, PA, Student Hourly (positions of trust):

CBCs should be requested and completed in advance as described above whenever possible. In situations where that isn't possible (e.g., due to volume and/or unanticipated late hiring decisions) the DPC can go ahead and enter the appointment into JEMS-Hire or HRS (student hourlies) after initiating the CBC request.

Upon receipt of the CBC approval notification, the department will enter the CBC completion date into HRS.

The CoE payroll office will regularly check for completed CBC's by comparing CBC notification emails with appointments entered into JEMS-Hire/HRS. For any appointments that remain pending (i.e., CBC not completed), the DPC will be contacted for follow up. If efforts to resolve the issue are not successful, the DPC will be notified that the individual will be removed from the payroll and should not be permitted to continue working pending CBC completion. Such decisions will be referred to CoE Human Resources for final determination on a case-by-case basis.

For students who are foreign nationals and a background check is required, the department may ask the individual if they have a valid social security number. If yes, proceed with the check and notify them a CBC will be conducted. If no, the department may inquire if the student has lived or visited the United States in the last seven years. If yes, then a CBC will be conducted. If no, then we do not need to complete a CBC. In such cases where the graduate student answers "no" to both questions please have them complete the Exemption form which will be held in each department.

*Please note, that any foreign national who is appointed to subsequent or new position(s) in the college must complete a background check at the start of the new graduate student appointment. The individual at that juncture should have a valid social security number as well as been residing in the United States.

College of Engineering Background Check Exemption

As is stated in your offer letter the University of Wisconsin's Board of Regents requires that a criminal background check be conducted on all new appointments. This requirement was implemented to safeguard the campus community for students and employees.

The University of Wisconsin strictly adheres to Wisconsin's Fair Employment Act, which prohibits employers from discriminating against job applicants based on criminal convictions or pending charges unless there is a substantial relationship between the criminal activity and the responsibilities of the position.

I acknowledge that the checked responses below are accurate and truthful:

- I do not currently have a valid social security number.
- I have not had a United States address, lived in, or visited the United States in the last seven years.

No background check is required for graduate appointments who do not have a social security number and have not lived or visited the U.S. for the past seven years.

Signature of Student

Printed Name

Date

Received by _____

This document will be retained at the department level of the College of Engineering.