

Human Resource Services

Summary of Covered Individuals Under the CSU Background Check Policy, Effective October 1, 2008

Final Candidates for Positions who are Either New to the Univeristy Or Returning After a Break in Service of > 6 Months

| Employee Type | Criminal History | | | Motor Vehicle Check | |
|---|---------------------------|--|--|--|--|
| | Mandatory - All Positions | Conditional - Based on Job Duties ¹ | Conditional - Based on Job Duties ¹ & Appt. of > 1 Semester | Conditional - Based on Job Duties ² | Conditional - Based on Job Duties ² & Appt. of > 1 Semester |
| Academic Faculty | X | | | X | |
| Administrative Professional | X | | | X | |
| State Classified Personnel | X | | | X | |
| Non-Student Temporary Hourly | X ⁴ | | | X | |
| Student Hourly | | X | | X | |
| Post Doctoral Fellow | | X | | X | |
| Graduate Assistant | | X | | X | |
| Clinical Psychology Intern, Vet Intern/Vet Resident, Fellowship Grant Trainee | | X | | X | |
| Faculty Affiliate | | | X | | X |
| Volunteer | | | X | | X |

¹Required if the position: works with vulnerable populations (e.g., children, animals); works with controlled substances, select agents or other sensitive research materials/information; has unsupervised access to buildings, resident halls or other secure facilities; or, has access to sensitive information³.

²Required if the position: is responsible for operating a University owned or controlled vehicle; requires driving of children, patients, students, clients or others in a private vehicle; or, requires renting a vehicle on a regular or routine basis to conduct University business.

³Sensitive information includes, but is not limited to, personally identifiable info such as SSN, financial account numbers, student ID, home address/phone number, passport number, computer acct./password info, health/medical related info, or info that would constitute an increased risk of identity theft including DOB or personal info known primarily by the individual such as mother's/father's middle name, etc., and written communications regarding personnel matters;

⁴Some exceptions exist for off-campus positions. Refer to Policy for more information

Existing Academic Faculty, Administrative Professional and State Classified Personnel

| Personnel Action/Status | Criminal History | | Motor Vehicle Check | |
|---|---------------------------|--|--|---------------------------|
| | Mandatory - All Positions | Conditional - Based on Duties ⁵ | Conditional - Based on Job Duties ² (above) | Mandatory - Every 3 Years |
| Transfer to Another Department with or w/out Promo/Demotion | X | | X | |
| Promotion within Same Dept. | | X | X | |
| Subject to Motor Vehicle Checks | | | | X |

NOTE: CSU retains the right to conduct background checks of current employees when it has reasonable grounds to do so. Further, ALL employees are required to notify HRS upon final conviction of a felony or misdemeanor. Employees subject to motor vehicle checks must notify their departments of all moving violation convictions.

⁵Not required for: state classified promotion w/in same class series and w/out substantive change in duties; conversion of a state classified position to administrative professional w/out change in duties; faculty promotion from assistant to associate to full professor; etc.

Refer to the Colorado State University Policy Regarding Background Checks for More Complete Information