

## Background Checks

### Positions for Which Required

A background check is required at the time of hire, promotion, transfer, demotion (campus only), reclassification, or regrading, as defined in Policy 2, into a critical position. A "critical position" is a career, limited, volunteer, or other type position that has:

1. Master key access to University facilities.
2. Direct responsibility for the care, safety, and security of human beings, or the safety and security of personal or University property.
3. Direct access to or responsibility for controlled substances.
4. Extensive authority for committing the financial resources of the University.
5. Direct access to or responsibility for cash, checks, or University property disbursements or receipts. See UC Business & Finance Bulletin BUS-49 and UCD Policy & Procedure Manual Section 330-55 for further information.
6. Job in any UCDHS or School of Medicine department.
7. Job classified as Manager and Senior Professional (MSP).

If a State licensing authority has conducted recent criminal history and identity checks on an applicant, and the results were satisfactory, the department can request a waiver of this requirement from campus or UCDHS Human Resources.

### Procedure

Detailed guidelines and forms are available on the Web at <http://www.hr.ucdavis.edu/Emp/Background>.

On campus, the department uses the Background Check Worksheet to see if a background check is required. At UCDHS, all positions are critical, so this step is not required. If there is such a requirement, it must be listed in the Vacancy Listing and Position Description under "Conditions of Employment" for campus.

The department (campus) gives the individual the Background Check Authorization form and obtains his or her signature. On campus, the department schedules an appointment for the background check with the UCD Police Department by calling (530)752-6823.

Human Resources notifies the department of the results (cleared or not cleared) of the background check. An employee may not begin performing critical duties involving minors until the background check is cleared. At UCDHS, employees must clear the background check prior to their first working day.