MEMORANDUM

December 5, 2013

To: HR Representatives

From: Bob Lavigna
Director, Office of Human Resources

Re: Criminal Background Check – Policy Changes

The University of Wisconsin Board of Regents has approved a resolution requiring modifications to the campus criminal background check (CBC) policies. The primary changes require us to conduct additional checks for positions with access to vulnerable populations and include a national crime database check for all CBCs.

To comply with the BOR resolution, UW-Madison has modified our campus criminal background check policy (new policy attached). The changes include:

- Employees and volunteers in positions of trust with access to vulnerable populations (defined in section VII of the policy) must have a criminal background check conducted every four years. However, employees and volunteers who have contact with minors in precollege camps must have these checks every two years.

- Employees and volunteers in positions of trust with access to vulnerable populations are required to self-disclose if charged with, or convicted of, a crime.

- Vendors and contractors with routine or unsupervised access to vulnerable populations must ensure their employees and volunteers have undergone and passed a CBC.

- Organizations with user and lessee facility agreements for multi-day programs where minors will be staying overnight must ensure their employees and volunteers have undergone and passed a CBC.

The attached criminal background check policy contains further details.

As discussed at previous HR representatives’ meetings, the new policy requires divisions to:

- Identify all employees and volunteers with access to vulnerable populations;

- Determine if a CBC has been conducted for those individuals within the last four years (two years for precollege camps);
• Conduct a background check for those who have not had a check within the last four or two years, whichever applies; and

• Send OHR a report identifying all employees in your division who have access to vulnerable positions or precollege camps.

The deadline for completing the above steps is December 31, 2013.

The Office of Human Resources, Office of Legal Affairs, and Purchasing Services will be working with affected divisions to address vendor contracts and facility use agreements. Our new CBC vendor, General Information Services, will incorporate the national crime database check into our predefined CBC checks.

CBC coordinators will need to be familiar with the policy changes and make necessary adjustments to their CBC processes.

Please contact Mark Walters or Steve Lund with any questions about the policy changes.

xc     Darrell Bazzell