



CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION

Policy Title: Employment Background Checks
Policy Number: 4012 **Functional Area:** Human Resources

Date Submitted: June 10, 2020
Proposed Action: Approve Updated Policy
Brief Description: This policy establishes requirements for background investigations for all prospective and current employees
Desired Effective Date: July 1, 2020
Responsible University Officer: Executive Vice Chancellor for Administration and Finance | CFO, University of Colorado Anschutz Medical Campus
 Senior Vice Chancellor for Administration and Finance | CFO, University of Colorado Denver
Responsible Office: Human Resources
Policy Contact: Associate Vice Chancellor for Human Resources
Last Reviewed/Updated: October 15, 2014
Applies to: CU Anschutz
 CU Denver
 CU South Denver

Reason for Policy: The University of Colorado Denver | Anschutz Medical Campus strives to maintain a safe and productive educational, clinical, research and employment environment. All prospective employees and current employees seeking promotional opportunities must, therefore, consent to and pass a criminal background investigation prior to any final appointment or promotion. Background checks are also required for new volunteers and trainees who will have direct, ongoing contact with students, patients, or visitors or who have direct access to University resources such as facilities, equipment, funds, or other property.

I. REASON FOR PROPOSED ACTION

This update is to streamline the background check process and eliminate the administrative burden and cost of running unnecessary duplicate checks.

Under the proposed update (attached), we would:

1. Run sex offender checks for every new hire;
2. Eliminate re-running the criminal check for changes in employee type/promotions/new supervisor duties;
3. Eliminate re-running the criminal check after every 3 years of employment;
4. Continue to run criminal and/or sex offender checks for internal promotions or job changes at the request of schools and colleges, and for specific positions that require a new check (Officers, financial positions). The proposed update preserves our flexibility to run background checks when requested by a unit, for whatever circumstance.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Provost (FYI Only)

Senior Vice Chancellor for Administration and Finance, CU Denver (J. Sobanet, 6-15-20)

Executive Vice Chancellor for Administration and Finance, CU Anschutz (T. Carrothers, 6-10-20)

Legal (C. Puckett, 6-10-20, K. Hardy)

Associate Vice Chancellor and Chief Human Resources Officer (C. Brownawell, ongoing)

Director of Human Resources Operations (K. McCrum, 6-9-20)

Academic Planning Coordinator (M. Heredia, 6-10-20)

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes?

Yes

1. If no, please explain. Policy is not being reviewed—N/A
2. If yes, what is your plan to get the legal review? Legal has already reviewed
3. Date legal review completed: 6-10-20
4. Persons completing legal review: Chris Puckett, Karyn Hardy

IV. FISCAL REVIEW: Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? **Yes—cost savings.**