POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy) [3/09]

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: APM 50.16 Criminal Background Checks

Minor Amendment □

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All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): Brandi Terwilliger June 28, 2017
(Please see FSH 1460 C)

Name Date
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Policy Sponsor: (If different than originator.)

Brian Foisy March 6, 2018

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Reviewed by General Counsel X Yes No Name & Date: Debra Ellers/General Counsel 6/26/17 and Kim Ryter February 2018 and March 6, 2018.

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

Requesting a CBC be completed for all employees that have contact with minors. Currently some of the larger units on campus already complete a CBC for all employees hired regardless of employment type. Further recommending changes to allow for a break in service of one year that would not require a CBC be re-completed as long as a CBC is on-file with appropriate results for the position the employee is considered for. This is anticipated to reduce the number of background checks currently requested under the 13 month rule. Further clarification regarding disqualifications based on convictions has been made to meet concerns of general counsel. Highlighted summary of changes is attached, although this is a substantial rewrite that is not redlined, the intent of the changes are in the summary.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

We anticipate a fairly stable number of background checks to be completed in comparison with the current numbers even in light of the proposed changes. It is possible that the removal of the 13 month requirement will actually reduce/ the amount of background checks necessary even with the language inclusion for every employee who has contact with minors. This is due to the current department requirements and recommendations that CBCs be completed for those employees.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

ASAP

If not a minor amendment forward to: ---------------------