The policy has been substantially re-written and does not show a redlined version. Below is a summary of changes we are trying to accomplish, although the proposed policy has been reorganized and rewritten to be easier to understand.

A. General:

- Requesting a criminal background check (CBC) be completed for all employees including temporary help; student employees (ST, SF) and volunteers if their work involves contact with minors or safety-sensitive functions. Questions regarding specific positions could be asked of HR to remove the need to specifically list every position in the APM. Requiring a CBC for all employees is the “norm” amongst Idaho Universities and recommended throughout HR profession. Recommending student and volunteer positions get a CBC if contact with minors or safety sensitive functions. The term “significant” is very confusing to departments and HR has been asked to provide clear guidance on what it means to have significant contact. Removing that terminology.
  - Note: Some departments currently require background checks for all employees. Those departments currently include: Facilities, Auxiliary Services, College of Natural Resources, University Research.
    Due to the security safety sensitive nature of the ITS positions, the large majority of the ITS positions also receive a CBC.
- Adjusted language to remove need for an employee who is changing positions due to a transfer, promotion, etc. (exception of general faculty) if the employee has previously had one completed with the UI.

B-2. Required Authorization for Criminal Background Check:

- Updated language that referenced specific vendor names. Keeping the information less specific will reduce the need for future updates due to change in vendors.

B.4. Prior Criminal Background Check Qualifies

- Requesting to update the requirements for ongoing employees who may have a break in service that would be no longer than one semester time period. This would generally apply to the temporary faculty that are appointed for specific terms and reappointed each year, which currently triggers a CBC based on the 13 month rule resulting in a large number of CBC requests. The change in the language would still require a CBC if there is a qualified break in service, but would eliminate the need for unnecessary CBC requests and meet the requests of the departments on this particular item.

B.7. J-1 Scholars and Exceptions

- This section was added to document the current process in regard to J-1 Scholars. Due to the background check process with Department of Homeland Security, a UI background check policy is waived. This may also be true of other international employees.

D. Results of Criminal Background Checks:

- Updated language to reflect the process and potential participants in the review if results of a CBC require further discussion and input prior to a final decision.

D-1. Disqualifying Employment Convictions:

- Language changed as a result of concerns from General Counsel surrounding automatic exclusions. The proposed language more accurately reflects the review and assessment process in connection with the conviction, time period and job applied for.