

## Background Check Flow Chart for Academic Student Employees (Unit 11)

### Do Academic Student Employees need to complete a background check?

Academic Student Employees are required to complete a background check if they meet the following criteria:

- On a regular basis, they will have access to, or control over amounts greater than \$10,000 in cash, checks, credit cards, and/or credit card account information *and/or*
  - They will have access to **Level 1 data** *and/or*
  - A background check is required by law

### How do I know if Academic Student Employees will be employed in a position in which a background check is required by law?

Each hiring department is responsible for determining whether their Academic Student Employee(s) will be in a position in which a background check is required by law. Positions in which a background check is currently required by law include, but is not limited to the following:

- positions with regular, direct contact with minors, *and/or*
- access to stored criminal offender record information *and/or*
  - access to patients, drugs or medication

**Rehire Exception:** Any former employee who is *re-appointed* to a CSU position without a break in service of twelve (12) months or more, will not be subject to the background check requirements appropriation to the new position. However, if a student employee is re-hired and his/her job duties have changed, it is necessary to determine if a background check is required by law in the new position. If it is determined that they are employed in a position that a background check is required by law, a background check will need to be cleared before the student may begin working.

