

## **BACKGROUND CHECKS POLICY AND PROCEDURES**

Many External Affairs (EA) employees have access to sensitive information about alumni and donors, and quite a few are actually in the position of handling financial transactions. EA holds an important public trust, and our leadership takes seriously its responsibility to minimize the risk that someone in our organization will compromise the University or behave in ways that are illegal or unethical.

External Affairs Human Resources (EA-HR), in consultation with Campus Human Resources (CHR) to ensure consistency with campus-wide policies, has designated all positions within EA as critical and subject to a background check. Job elements that classify a position as critical are defined in UCLA Procedure 21 of the Personnel Policies for Staff Members and include, but are not limited to:

- Access to donor and alumni data bases, personnel/payroll information, individuals' social security, credit card, etc. information
- Access to/responsibility for handling cash, checks, credit/debit cards, or cash equivalents
- Access to/responsibility for data systems/networks whose unauthorized access/modification could adversely affect the university
- Ability to commit University funds through contracts/commitments
- Responsibility for invoice approval and payment/expense reimbursements
- Responsibility for check delivery
- Access to buildings with master keys
- Regular operation of University-owned vehicle

All newly hired EA or EA-related employees (career, contract, limited, and student), and current employees who are reclassified or transferred to a different position within the organization, will be required to schedule an appointment with the University of California Police Department (UCPD) during their first week of employment or no later than a week after the effective date of a reclassification or transfer. UCPD will fingerprint the employee and submit the information to both the California Department of Justice and the FBI for processing through the state and national criminal fingerprint databases.

CHR is notified of all results. If an employee is identified as having a misdemeanor or felony on his or her record, CHR will review the results of the background check and assess risk to the University posed by a record of conviction. CHR will provide guidance and recommendation to EA-HR and EA leadership regarding retention of the employee.

Other reference and background checks, e.g. academic degrees, prior employment, etc. should be performed by the hiring manager during the recruitment process. If you have questions as to how to go about doing this, or would like sample reference checking questions, please contact the EA-HR Recruitment Services Coordinator. Hiring

managers engaging a search firm should also contact EA-HR to ensure compliance with university employment protocols.

The University and External Affairs are sensitive to the rights of individuals and their privacy, but need to balance those priorities against the safety of our staff, the ability to protect the confidentiality of our alumni and donors, and our responsibility to steward UCLA's valuable resources.

Any questions, please contact EA-HR Recruitment Coordinator, at: [EA-HumanResources@support.ucla.edu](mailto:EA-HumanResources@support.ucla.edu) or x43496.