TO: All Faculty and Staff via electronic mail

FROM: Charles W. Sorensen
Chancellor

DATE: February 13, 2014

RE: Criminal Background Checks for All Employees and Volunteers

The University of Wisconsin-Stout, in response to Wisconsin Statute § 111.335, and UW System Board of Regent Policy 20-19, has enacted the amended Criminal Background Check Policy 07-61.

The revised policy requires UW-Stout to conduct criminal background checks on all current or prospective employees and volunteers holding a “position of trust.” In addition, criminal background checks must be repeated every four years for those individuals holding a position of trust with access to vulnerable populations.

To help ensure a safe campus for students, employees and visitors, all current and prospective employees and volunteers at UW-Stout will be considered as holding a position of trust with access to vulnerable populations. Therefore, during the first half of 2014, the university will conduct criminal background checks on all employees and volunteers who have not had a criminal background check performed within the last four years. Current employees will be on a cycle where background checks will be performed every four years.

About the checks

UW-Stout Human Resources will manage the online criminal background check process, working with General Information System (GIS)—the UW System vendor for background checks. The checks will be conducted department by department through June 2014. Department heads will be notified before checks are conducted for their staff.

The checks examine records for criminal convictions, arrests and open or pending criminal cases. Criminal background checks do not involve credit history. Questions may be raised about how the results of the background check, if they disclose a charge or conviction, will be used. This, and other questions, are covered in a criminal background check FAQ you can find here: http://www.uwstout.edu/hr/Criminal-Background-Checks-FAQs.cfm

Employees will be contacted by GIS via email asking them to give consent and supply personal information through a secure website, including Social Security Number, date of birth, current and previous addresses, convictions and pending charges for the last seven years. Employees will be given five days from when the email message is sent to supply this information. Human Resources will follow up with the supervisor if the information has not been supplied after five days. Personal information supplied to GIS will remain confidential.
Subsequent criminal background checks will be performed every four years for employees and volunteers. Student employees will be checked every four years if they have been identified as holding a “position of trust with access to vulnerable populations.

Self-Disclosure

Employees and volunteers are required to self-disclose criminal arrests, charges or convictions (excluding misdemeanor traffic offenses punishable only by fine) to Human Resources within 24 hours or at the earliest possible opportunity. Failure to make the required report may result in disciplinary action, up to and including dismissal.

Additional Information

If you need assistance or have questions, please contact Human Resources at 715-232-2149 or AskHR.

For additional information, please refer to the following policy documents:

- [Criminal background check FAQ’s](#)
- University of Wisconsin-Stout [Criminal Background Check Policy, 07-61](#)
- [Wisconsin Statute § 111.335](#)
- [Regent Policy Document 20-19](#)

Thank you for your cooperation with implementing this UW-Stout policy.