



**The University Corporation
San Francisco State**

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BACKGROUND CHECK & FINGERPRINTING POLICY

Along with the California State University (CSU) and San Francisco State University (SFSU), the University Corporation, San Francisco State (UCorp) is committed to protecting the health, well-being and safety of its employees, students, volunteers, guests and those UCorp clients being served

Therefore, the UCorp follows the CSU Background Check Policy (revised August 3, 2015), wherein all new-hires, current employees, contractors, third-party vendors, & volunteers, (hereinafter referenced as UCorp constituents), in specific instances, are required to undergo background checks and fingerprinting.

Determination for this to occur is made when a check may be required by law and/or the tasks involved include accessibility to sensitive information and/or working & interacting with minors.

The following criteria, relative to duties & responsibilities, as well as functions or tasks to be performed, have been established and will necessitate a background check & fingerprinting:

- providing service for and/or interacting directly with children and minors
- having access to sensitive/personal information
- handling receipts, cash, & cash equivalents
- responsibilities that require a license, certification, or other credential

Relative to those working with children & minors, there will also be a review of the registry for sexual offenders.

It is critical that a detailed description of the duties and functions to be performed of those UCorp constituents be provided so a proper determination may be made as to whether a background check & fingerprinting is required.

All background checks & fingerprinting must successfully be completed prior to any work being performed or interaction taking place within the UCorp/University environment.

Furthermore, it should be noted that those identified as a 'person-of-interest' (POI), are allowed individual access to University services, even though they are not an SFSU employee. UCorp also conforms to University guidelines relative to their requirement for those POI's, when required, to also be subject to background checks & fingerprinting.

Coordination of background checks & fingerprinting is handled by UCorp's HR Generalist, Mark Angstman; his contact info is 415-338-2246 or angstman@sfsu.edu.