

**Determining When a Criminal Background Check is Required**

<b>Current Employees and Volunteers</b>		<b>Conduct CBC?</b>
All current employees and volunteers in a position of trust with access to vulnerable populations (except precollege camp employees and volunteers)		Yes - conduct CBC every four years
Precollege camp employees and volunteers who meet the definition as defined in section VII of the CBC policy		Yes - conduct CBC every two years
All other - Not in a position of trust with access to vulnerable population		No <sup>2</sup>
<b>New Employee</b>		<b>Conduct CBC?</b>
Faculty, Academic Staff, Classified Permanent/Project, Student Assistants (employment titles only) <sup>5</sup> or Limited		YES
Classified LTE, Student Hourly, Employee-In-Training (employment titles only) <sup>6</sup>		NO <sup>1</sup>
Non-employee appointments <sup>7</sup>		NO <sup>1</sup>
<b>Internal Employee Movement (Within UW System, No Break in Service)</b>		
<b>From</b>	<b>To</b>	<b>Conduct CBC?</b>
Academic Staff, Classified Permanent/Project, Faculty, Limited, Student Assistants (employment titles only) <sup>5</sup>	All appointments excluding Limited	NO <sup>1</sup>
Academic Staff, Classified Permanent/Project, Faculty, Limited	Limited	YES
Classified LTE	LTE, Student Hourly, E-I-T	NO <sup>1</sup>
Classified LTE	Academic Staff, Classified Permanent/Project, Faculty, Student Assistants, Limited	YES
Employee-in-Training (E-I-T)	LTE, Student Hourly, E-I-T	NO <sup>1</sup>
Employee-in-Training (E-I-T)	Academic Staff, Classified Permanent/Project, Faculty, Student Assistants, Limited	YES
Student Hourly	LTE, Student Hourly, E-I-T	NO <sup>1</sup>
Student Hourly	Academic Staff, Classified Permanent/Project, Faculty, Student Assistants, Limited	YES
Non-employee Appointments	All appointments listed above that require a CBC hired	YES
<b>External Employee Movement (move from State Agency, No Break in Service)</b>		
<b>From</b>	<b>To</b>	<b>Conduct CBC?</b>
Classified LTE	LTE, Student Hourly, E-I-T	NO <sup>1</sup>
Classified LTE	Academic Staff, Classified Permanent/Project, Faculty, Student Assistants, Limited	YES
Classified Permanent or Project	All appointments excluding Limited	NO <sup>1</sup>
Classified Permanent or Project	Limited	YES
<b>Circumstance of Return</b>		<b>Conduct CBC?</b>
Returning to Campus - Absence Less Than 12 Months		NO <sup>3</sup>
Returning to Campus - Absence 12 Months or more		YES
<sup>1</sup> Unless new position requires a CBC by law or the position is deemed a position of trust. <sup>2</sup> Unless current position requires a CBC by law (e.g. Wisconsin Caregiver Law, select agent, etc .) <sup>3</sup> Unless position requires a CBC by law or is deemed a position of trust. <sup>4</sup> Candidate from outside the UW exercising reinstatement eligibility or restoration rights is subject to a CBC. <sup>5</sup> Student Appointments with Employment Titles - Teaching Assistant - Research Assistant - Housefellow/Resident Assistant - Lecturer (SA) - Undergraduate Assistant - Undergraduate Intern - Program Assistant/Project Assistant (including Grader/Reader) <sup>6</sup> Employees-In-Training - Intern (Non-Physician) - Postgraduate Trainee - Research Associate - Research Intern <sup>7</sup> Non-Employee Appointments - Volunteers - Fellows - Scholar - Trainee - Graduate Intern/Trainee - Postdoctoral Fellows		