



# PPSM 21: Selection and Appointment

**MASTER REDLINE FINAL November 2017**

<b>Responsible Officer:</b>	Vice President – Human Resources
<b>Responsible Office:</b>	HR - Human Resources
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<b>Scope:</b>	Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group (SMG) members, except for Sections III.A. through III.B. which do not apply to SMG members.

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## I. POLICY SUMMARY

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This policy describes the process for selecting and appointing candidates for employment, including background checks, reference checks, and employment eligibility verification, as well as the employment of near relatives.

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## II. DEFINITIONS

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[Detailed information about common terms used within Personnel Policies for Staff Members can be found in Personnel Policies for Staff Members 2 \(Definition of Terms\).](#)

**Applicant:**

An individual who expresses interest for a specific open position by submitting an employment application or similar documentation via the established application process.

**Background Check:**

The process of gathering and reviewing a candidate's records to determine their applicability to initial or ongoing employment. A background check may encompass a variety of verifications including, but not limited to, employment history, criminal history, national sex offender search, education, credit history, driving history, or professional licenses report.

**Candidate:**

An individual who meets the minimum qualifications for the position for which he/she applied.

**Consumer Reporting Agency:**

A third party vendor that collects information about a candidate from various sources and compiles a report used for employment purposes.

**Credit History Background Check:**

The process of gathering and reviewing a candidate's comprehensive credit history.

**Criminal Record History Background Check:**

The process of gathering and reviewing a candidate's criminal record history, including any felony or misdemeanor convictions.

**Education Verification:**

The confirmation that a candidate possesses the degree(s) from a verifiable institution, as listed on the employment application, resume, cover letter or other documentation provided by the candidate.

**Employment Verification:**

The confirmation that a candidate's employment history as listed on the employment application, resume, cover letter or other documentation provided by the candidate is accurate.

**Exception to Policy:**

~~An action that exceeds what is allowable under current policy or that is not expressly provided for under policy. Any such action must be treated as an exception.~~

**Executive Officer:**

~~The University President, Chancellor, Laboratory Director, or Vice President—Agriculture and Natural Resources.~~

**Fingerprinting (DOJ/FBI):**

The method used to review a candidate’s criminal record, including state and nationwide check, based on the candidate’s fingerprints.

**Government Security Clearance:**

The determination that a candidate is eligible for access to classified information.

**Motor Vehicle Report (MVR):**

A report issued by the Department of Motor Vehicles, which details the driving record, by individual name(s) and driver license number(s), for each request submitted and indicates the status of the applicable driver’s licenses.

**Near Relative:**

An employee’s relationship by blood, adoption, marriage, or domestic partnership including: spouse; domestic partner; parent; child; sibling; aunt/uncle; niece/nephew; first cousin and in-laws or step-relatives in one of these relationships, including relatives of an employee’s domestic partner in one of the relationships listed above; or other persons for whom the employee is legally responsible

**Officer of Inspector General (OIG) Exclusion List:**

A list of individuals and entities excluded from participating in federally funded health care programs.

**Position:**

A specific set of duties, responsibilities, knowledge, skills, level of supervision, and other requirements which are based on a job and that comprise the work assignment of an individual employee at a particular location.

**Professional Licensing/Credential Verification:**

The confirmation that a candidate possesses all professional licenses/credentials as listed on the employment application, resume, cover letter or other documentation provided by the candidate.

**Reference Check:**

The process of obtaining information about a candidate’s qualifications, performance, work experience, and conduct with previous employers, colleagues, clients or other professional contacts.

~~**Top Business Officer:**~~

~~Executive Vice President—Chief Operating Officer for the Office of the President, Vice Chancellor—Administration, or the position responsible for the location’s financial reporting and payroll as designated by the Executive Officer.~~

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### III. POLICY TEXT

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#### A. Selection

It is the policy of the University to select and hire, in its judgment, the candidate who possesses the skills, knowledge, and abilities to best perform the duties and responsibilities of the position.

Selection criteria, including experience, education, knowledge and other qualifications, must be job-related and based on the position description. Selection criteria must be applied equally and consistently to all applicants.

In accordance with [Personnel Policies for Staff Members 20 \(Recruitment\)](#), locations are responsible for demonstrating good faith efforts to obtain a diverse applicant pool.

The hiring department should give due consideration to an eligible current University employee seeking a transfer or promotion opportunity. University retirees may be reemployed in accordance with the [Policy on Reemployment of UC Retired Employees Into Senior Management Group and Staff Positions \(Regents Policy 7706\)](#).

Special employment considerations must be given as follows:

- An employee who was indefinitely laid off and who did not receive severance has preference for reemployment under [Personnel Policies for Staff Members 60 \(Layoff and Reduction in Time from Professional & Support Staff Career Positions\)](#);
- A former employee who was medically separated and is eligible for special reappointment in accordance with [Personnel Policies for Staff Members 66 \(Medical Separation\)](#); or
- A current employee who becomes disabled and is eligible for reassignment in accordance with [Personnel Policies for Staff Members 81 \(Reasonable Accommodation\)](#).

A record of the selection process must be maintained for reporting and auditing purposes, per local procedures and the [University of California Records Retention Schedule](#). The record should consist of all materials relevant to the selection process.

#### B. Employee Release Time for UC Interviews

With advance notice and if the interview occurs during the employee's normal work hours, an employee must be granted reasonable time off with pay to interview for a position at:

- The employee's current UC location; or
- Another UC location, for a length of time equal to the time required for an interview at the employee's current UC location.

### C. Reference Checks

Prior to making an offer of employment, it is recommended that a minimum of two individual reference checks be conducted on all candidates recommended for hire, including current UC employees. Reference checks provide an opportunity to obtain information about the candidate's skills, qualifications and behavior that are important to the hiring manager's decision. The candidate may be notified prior to conducting the reference checks. Individuals with knowledge of the candidate's employment performance, qualifications, and behavior should be contacted; however the candidate may request that the current supervisor not be contacted.

In addition to conducting reference checks, if the candidate recommended for hire is a current or former employee of the University, the hiring manager should review the employee's personnel file.

As a public employer, the University is covered by the provisions of the [California Information Practices Act of 1977](#). In most situations, the Act requires that information obtained from a reference check, including the source of the information, may not be withheld from the candidate and is to be released to the candidate upon request.

### D. Background Checks

#### 1. General

The University is committed to providing a safe and secure environment for its staff, faculty, students, and others in the University community; protecting its property and assets; and upholding the reputation and integrity of the University.

To support these efforts and to minimize the risk to the University, a background check is required ~~after~~ on the candidate ~~has received a conditional offer of employment recommended for hire into~~ has received a conditional offer of employment into a critical position. Candidates hired into critical positions have sensitive administrative/programmatic/managerial duties and responsibilities that could potentially cause human, financial or property loss or other significant risk to the University. The Chancellor will designate certain positions as "critical" in accordance with Section V. of this policy, except that all UC Health Medical Center and Student Health Center positions are considered critical. Generally, Senior Management Group (SMG) positions are designated as critical. An offer of employment, oral or written, must be contingent upon completion of a satisfactory pre-employment background check. The background check process should be initiated only after a conditional ~~as soon as an~~ offer of employment has been extended to the candidate ~~recommended for hire~~. The background check must only be used for evaluating the candidate for employment and cannot be used for discriminatory or retaliatory reasons as prohibited by state and federal law and University policies.

Prior to conducting a background check, locations must ensure that appropriate disclosures are made to, and consent forms are obtained from, the candidate as required by applicable state and/or federal law. If a credit history background check must be conducted, the disclosure must state the specific basis for obtaining the report. If the candidate does not consent to a background check he/she will be eliminated from further consideration for the position. If a candidate is found to have provided false or misleading information or omitted information, the employment offer may be rescinded, and if the candidate is a current University employee, he/she may be subject to corrective action, up to and including termination of employment.

If a current employee is hired into a critical position, a background check must be completed prior to the start of the new position. Continued employment with the University may be contingent upon a satisfactory background check. If a satisfactory background check has been completed within the past six months, a current employee will generally not need to undergo another background check unless the position requires an additional background check(s).

Depending on the nature of the position, employees may be subject to periodic job-related background checks, as deemed necessary by the department in consultation with Human Resources. Any periodic background check conducted must be applied in a consistent manner, in terms of type of checks and frequency, for employees doing the same or similar jobs.

Former employees, including retirees, who are rehired into critical positions, must also be subject to a background check if they have never had a background check completed by the University. In addition, those who are rehired into critical positions after a break in service of more than six months must also be subject to a background check.

## 2. Types of Background Checks

The University conducts background checks that use different methods to obtain information about a candidate's personal and employment data. At a minimum, a candidate who has received a conditional offer ~~is offered of~~ employment into a critical position is required to undergo a criminal history background check as a condition of employment.

Depending on the nature of the position and in accordance with local procedures, additional background checks may be required and could include any or all of the following:

- Employment verification;
- Education verification;
- Credit history check (Refer to Section V. Procedures for additional information);

- Motor vehicle report;
- Professional licenses/credentials verification;
- Government security clearance; and
- Office of Inspector General (OIG) exclusion list.

The Chancellor or designee will determine which positions require a medical examination. A candidate hired in such a position is required to complete the medical examination only after the offer of employment is made and prior to the start of employment. Employment is contingent upon successful completion of the medical examination. The University must pay for the cost of the medical examination.

Candidates for employment and employees cannot be required to take a polygraph test as a condition of employment, with the exception of peace officer candidates, who may be required to submit to a polygraph examination in accordance with [The Universitywide Police Policies and Administrative Procedures](#).

Depending on the nature of the position, a candidate may be subject to a job-related drug test. Employment in those positions is contingent upon successful completion of a drug test.

### **3. Reviewing and Assessing the Background Check**

If the background check does not contain information that would disqualify the candidate's employment, the hiring process may proceed.

If the background check contains any conflicting or potentially disqualifying information, the candidate will not automatically be disqualified from employment. Human Resources should consult with local legal counsel, as necessary, to determine the appropriate course of action.

Before taking any adverse action the University must provide the candidate with a pre-adverse action notice, including a copy of the background check report, and a copy of all required notifications pursuant to the [Fair Credit Reporting Act \(FCRA\)](#), if applicable. The candidate must have 5 **calendar business** days, or longer if specified in local procedures, to respond to any negative findings in the report by providing supplementary documentation or information. If the candidate does not respond, Human Resources may make a final determination, based on the information available, as to whether the candidate is still eligible to hold the position.

If the candidate responds, Human Resources must review the information provided and make a final determination as to whether the candidate is still eligible to hold the position.

If the background check contains a criminal conviction or other potentially disqualifying information, Human Resources must conduct an individualized

assessment. A criminal conviction will not automatically disqualify a candidate from employment. When conducting an individualized assessment, factors to consider include, but are not limited to:

- Whether the law prohibits the candidate from holding the position based on the nature of the conviction;
- The nature and gravity of the offense(s);
- The length of time that has passed since the offense(s) occurred and/or completion of the sentence;
- The nature of the position applied for, including the circumstances under which and the environment in which the duties must be performed, i.e. whether the position offers the opportunity for the same or a similar offense to occur;
- Evidence of rehabilitation (documentation or testimony) or other evidence of good conduct;
- Whether the candidate is bonded under a federal, state, or local bonding program; and
- Any explanation offered by the candidate.

After the individualized assessment is complete, Human Resources must make a ~~preliminary decision~~ ~~final determination~~ as to whether the candidate is still eligible to hold the position. If it is determined the candidate is eligible to hold the position, the hiring process may proceed.

Before taking any adverse action the candidate will be given notice of the ~~disqualifying conviction~~ ~~preliminary decision that the candidate's conviction history disqualifies the candidate from employment.~~ ~~and~~ The candidate will have 5 ~~calendar~~ business days, or longer if specified in local procedures, to respond to the ~~individualized assessment~~ evaluation by providing supplementary documentation or information showing that the conviction information is factually inaccurate. The notice must include the following:

1. Notice of the disqualifying conviction or convictions that are the basis for the preliminary decision to rescind the offer.
2. A copy of the conviction history report, if any.
3. An explanation of the candidate's right to respond to the notice of the University's preliminary decision before the decision becomes final and the deadline by which to respond. The explanation shall inform the candidate that the response may include submission of evidence challenging the accuracy of the conviction history report that is the basis for rescinding the offer, evidence of rehabilitation or mitigating circumstances, or both.



Evidence of mitigation or rehabilitation can be established by any of the following:

1. Evidence showing that at least one year has elapsed since release from any correctional institution without subsequent conviction of a crime.
2. Evidence showing compliance with terms and conditions of probation or parole.
3. Any other evidence of mitigation or rehabilitation and present fitness provided, including, but not limited to, letters of reference.

If the candidate does not respond, Human Resources may make a final determination, based on the information available, as to whether the candidate is still eligible to hold the position.

If, within 5 business days, or the time period specified in local procedures, the candidate responds to the University in writing that the candidate disputes the accuracy of the conviction history report that was the basis for the preliminary decision to rescind the offer and that the candidate is taking specific steps to obtain evidence supporting the assertion, then the candidate shall have 5 additional business days to respond to the notice. The University shall consider the information submitted by the candidate before making a final decision.

If the University makes a final decision to deny the candidate's employment solely or in part because of the candidate's prior conviction history of a crime, the University must notify the candidate in writing of all the following:

1. The final denial or disqualification. The University may, but is not required to, justify or explain the University's reasoning for making the final denial or disqualification.
2. Any existing procedure the University has to challenge the decision or request reconsideration.
3. The right to file a complaint with the California Department of Fair Employment and Housing (DFEH).

If it is determined a candidate is disqualified, the University must take adverse action against the candidate. Human Resources should consult with local legal counsel, as necessary.

If the background check was completed through the DOJ/FBI fingerprinting process, the University must provide the candidate with an adverse action notice, which must include a copy of the Criminal Offender Record Information (CORI).

If the background check was completed through a third party vendor, the University must provide the candidate with an adverse action notice, which must include the following:

- The contact information of the vendor Consumer Report Agency (CRA) that completed the background check;
- A statement that the CRA supplying the report did not make the decision to take the adverse action and cannot give specific reasons for it; and
- The candidate's rights to dispute any discrepancies or inaccuracies in the background check results with the CRA and to get an additional free report from the reporting company within 60 days.

#### **4. Background Check Records**

In order to protect a candidate's privacy, all information received in connection with the background check process must be treated as confidential and retained per local procedures. Records must be maintained in accordance with the [University of California Records Retention Schedule](#).

#### **E. Employment Eligibility Verification**

Under federal law, the University of California must only employ U.S. citizens or other individuals who are legally authorized to work in the United States. In accordance with the [Immigration Reform and Control Act of 1986 \(IRCA\)](#), the University is required to verify the identity and work authorization of all employees hired after November 6, 1986, by completing the [Employment Eligibility Verification \(I-9\) form](#). The University must not knowingly hire or continue to employ any individual not authorized to work in the United States. The University does not discriminate against individuals on the basis of national origin or citizenship.

As a federal contractor, the University participates in the U.S. Department of Homeland Security's [E-Verify](#) system, which is a web based service that verifies the work status of employees hired after November 6, 1986, and into positions performing work under a federal contract or subcontract that contains the [Federal Acquisitions Requirement \(FAR\) E-Verify](#) clause. E-Verify is not a prescreening employment tool and must not be applied in a discriminatory manner. Use of the E-Verify system requirements is in addition to the requirements specified in IRCA.

Nonimmigrant aliens authorized to work in the U.S., including student employees, must have or agree to acquire minimum health insurance coverage. (For additional information see [Group Insurance and Health Plan Regulations](#) or contact the [local Human Resources Office](#).)

## F. Employment of Near Relatives

The employment of near relatives in the same department may only be permitted when such concurrent employment serves the best interests of the University. To avoid a conflict of interest, an employee may not participate in the process of reviewing or decision-making on any matter concerning the appointment, promotion, salary, retention, termination, or other management decisions or personnel related decisions regarding a near relative.

Prior approval by the Chancellor is required when near relatives would have:

- A direct or indirect supervisory relationship with each other;
- The same immediate supervisor; or
- When two employees become near relatives and any of the work situations listed above apply.

For purposes of this policy, a near relative is defined as an employee's relationship by blood, adoption, marriage, or domestic partnership including:

- Spouse; domestic partner; parent; child; sibling; aunt/uncle; niece/nephew; first cousin; and
- In-laws or step-relatives in one of these relationships, including relatives of an employee's domestic partner in one of the relationships listed above; or
- Other persons for whom the employee is legally responsible.

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## IV. COMPLIANCE / RESPONSIBILITIES

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### A. Implementation of the Policy

The Vice President–Human Resources is the Responsible Officer for this Policy and has the authority to implement the Policy. The Responsible Officer may develop procedures or other supplementary information to support the implementation of this Policy. Such supporting documentation does not require the approval of the President. The Responsible Officer may apply appropriate interpretations to clarify the Policy provided that the interpretations do not result in substantive changes to the underlying policy.

The Chancellor, is authorized to establish and is responsible for local procedures necessary to implement the policy.

In accordance with Personnel Policies for Staff Members 1 (General Provisions), the authorities granted in this policy may are also be redelegated to the Executive Vice President–Chief Operating Officer, Vice President–Agriculture and Natural Resources, Principle Officers of the Regents, and the Lawrence Berkeley National Laboratory Director ~~except as otherwise indicated.~~ Also in accordance with PPSM 1, the authorities granted in this policy may be redelegated except as otherwise indicated. Such supporting documentation does not require the approval of the President. The Responsible Officer may apply appropriate

~~interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy.~~

The Chancellor, Lawrence Berkeley National Laboratory Director, and Vice President– Agriculture and Natural Resources are authorized to establish and are responsible for local procedures necessary to implement the policy.

~~In accordance with Personnel Policies for Staff Members 1 (General Provisions), the authorities granted in this policy may be redellegated except as otherwise indicated.~~

## **B. Revisions to the Policy**

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Human Resources.

The Vice President–Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable *Bylaws* and *Standing Orders* of the Regents.

The Executive Vice President–Chief Operating Officer has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

## **C. Approval of Actions**

Actions within this policy must be approved in accordance with local procedures. Chancellors and the Vice President–Human Resources are authorized to determine responsibilities and authorities at secondary administrative levels in order to establish local procedures necessary to implement this policy.

All actions applicable to PPSM-covered staff employees who are not Senior Management Group members that exceed this policy, or that are not expressly provided for under any policy, must be approved by the Vice President–Human Resources.

## **D. Compliance with the Policy**

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Human Resources is accountable for reviewing the administration of this policy. The Director–Human Resources Compliance will periodically monitor compliance to this policy.

**E. Noncompliance with the Policy**

Noncompliance with this policy is handled in accordance with *Personnel Policies for Staff Members* [61](#), [62](#), [63](#), and [64](#) pertaining to disciplinary and separation matters.

**V. PROCEDURES**

**A. Critical Positions**

The Chancellor will designate a position as critical if the position has one or more of the elements listed in the table below. Local procedures may include additional examples of critical position functions or tasks.

Depending on the duties and responsibilities, local procedures may require additional mandatory background checks for critical positions, in addition to the required criminal history background check. All UC Health Medical Center and Student Health Center positions are considered critical. Generally, Senior Management Group (SMG) positions are designated as critical.

Essential Elements of Critical Position	Additional Mandatory Background Checks	Examples of Critical Position Functions or Tasks
1. Possession of building master keys for access to residences, offices, or other facilities.	<ul style="list-style-type: none"> <li>• In accordance with local procedures, additional background checks may be mandatory for these critical positions.</li> </ul>	<ul style="list-style-type: none"> <li>• Retains access to master keys</li> <li>• Maintains building security</li> </ul>
2. Direct responsibility for the care, safety and security of people, including children and minors, or property, including personal and University.	<ul style="list-style-type: none"> <li>• In accordance with local procedures, additional background checks may be mandatory for these critical positions.</li> </ul>	<ul style="list-style-type: none"> <li>• Has access to laboratories, computers and/or other valuable equipment</li> <li>• Provides services to children and minors</li> <li>• Provides employee or student counseling services</li> </ul>

Essential Elements of Critical Position	Additional Mandatory Background Checks	Examples of Critical Position Functions or Tasks
<p>3. Direct access to or responsibility for controlled substances (as defined in <a href="#">BFB-BUS-50</a>); access to certain high risk hazardous chemicals, biological or radioactive/nuclear materials for which background checks are required by federal or state regulations or access to any other hazardous material specifically designated by the UC Executive Director of Environmental Health and Safety.</p>	<ul style="list-style-type: none"> <li>• In accordance with local procedures, additional background checks may be mandatory for these critical positions.</li> </ul>	<ul style="list-style-type: none"> <li>• Has access to drugs in clinical research or research environments</li> <li>• Dispenses prescription medication</li> </ul>
<p>4. Direct access to and/or responsibility for protected, personal, or other restricted or sensitive institutional information, including information on students, faculty, staff, or other University constituents, and IT resources that process, transmit or store restricted or sensitive institutional information.</p>	<ul style="list-style-type: none"> <li>• In accordance with local procedures, additional background checks may be mandatory for these critical positions.</li> </ul>	<ul style="list-style-type: none"> <li>• Has access to employee or student records or other restricted, sensitive or confidential data, protected health information and/or restricted data</li> </ul>
<p>5. Responsibility for operating commercial vehicles, machinery or toxic systems that could result in accidental death, injury or health problems.</p>	<ul style="list-style-type: none"> <li>• Motor vehicle record check</li> </ul>	<ul style="list-style-type: none"> <li>• Operates heavy duty equipment, machinery or commercial vehicles</li> </ul>

Essential Elements of Critical Position	Additional Mandatory Background Checks	Examples of Critical Position Functions or Tasks
6. Requirement for a professional license, certificate, or degree, the absence of which would expose the University to legal liability and/or negative public reaction.	<ul style="list-style-type: none"> <li>• Education verification; and/or</li> <li>• Professional license/credential verification</li> </ul>	<ul style="list-style-type: none"> <li>• Counsels employees or students</li> <li>• Provides legal counsel</li> <li>• Provides medical services</li> </ul>
7. Direct access to and/or responsibility for information affecting national security.	<ul style="list-style-type: none"> <li>• Government security clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Additional functions or tasks defined by agency granting security clearance, as appropriate</li> </ul>

**B. Credit History Background Checks**

Essential Elements of Critical Position	Recommended Additional Background Check	Examples of Critical Position Functions or Tasks
8. Direct access to or responsibility for cash, cash equivalents, checks, credit/debit cards, University property, disbursements or receipts (as defined in <a href="#">BUS-49, Section III.C.</a> ).	<ul style="list-style-type: none"> <li>• Credit history check</li> </ul>	<ul style="list-style-type: none"> <li>• Cashiering</li> <li>• Invoice approval and payment</li> </ul>
9. Authority for committing the financial resources of the University through contracts or agreements.	<ul style="list-style-type: none"> <li>• Credit history check</li> </ul>	<ul style="list-style-type: none"> <li>• Approve contracts</li> <li>• Bids and RFPs</li> </ul>

Credit history background checks are used to review a candidate’s credit history, including, but not limited to, negative account information, accounts in collections or inquiries by third parties. A credit history background check may only be conducted for candidates hired into the following positions:

1. Managerial personnel position.
2. Sworn peace officer or other law enforcement position.
3. A position with access to all of the following types of information for any one person (including students, faculty, staff, or other University personnel):
  - Bank or credit card account information;
  - Social security number; and
  - Date of birth.
4. A position with access to confidential or proprietary information, including a formula, pattern, compilation, program, device, method, technique, or process or trade secret.
5. A position with regular access to cash in the amount of \$10,000 or more.
6. A position performing duties as a named signatory on a bank or credit card account of the University, authorized to transfer money on behalf of the University, or authorized to enter into financial contracts on behalf of the University.

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## VI. RELATED INFORMATION

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- [Personnel Policies for Staff Members 20 \(Recruitment\)](#) (referenced in Section III.A. of this policy)
- [Policy on Reemployment of UC Retired Employees Into Senior Management Group and Staff Positions](#) (Regents Policy 7706) (referenced in Section III.A. of this policy)
- [Personnel Policies for Staff Members 60 \(Layoff and Reduction in Time from Professional & Support Staff Career Positions\)](#) (referenced in Section III.A. of this policy)
- [Personnel Policies for Staff Members 66 \(Medical Separation\)](#) (referenced in Section III.A. of this policy)
- [Personnel Policies for Staff Members 81 \(Reasonable Accommodation\)](#) (referenced in Section III.A. of this policy)
- [California Information Practices Act of 1977](#) (referenced in Section III.C. of this policy)
- [The Universitywide Police Policies and Administrative Procedures](#) (referenced in Section III.D. of this policy)



- [Fair Credit Reporting Act \(FCRA\)](#) (referenced in Section III.D. of this policy)
- *Personnel Policies for Staff Members* [61](#), [62](#), [63](#), and [64](#) (referenced in Section IV.E. of this policy)
- [Personnel Policies for Staff Members 2 \(Definition of Terms\)](#)
- Personnel Policies for Staff Members 12 (Nondiscrimination in Employment)
- [California Consumer Credit Reporting Agencies Act](#)
- [California Investigative Consumer Reporting Agencies Act \(ICRAA\)](#)
- [Business and Finance Bulletin, Information Systems BFB-IS-3 \(Electronic Information Security\)](#)
- [Business and Finance Bulletin, BUS-46 \(Use of University Vehicles\)](#)
- [Business and Finance Bulletin BUS-49 \(Policy for Handling Cash and Cash Equivalents\)](#)
- [Business and Finance Bulletin BUS-50 \(Controlled Substances\)](#)
- [University of California Policy on Substance Abuse](#)

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## VII. FREQUENTLY ASKED QUESTIONS

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Not applicable.

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## VIII. REVISION HISTORY

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Policy changes effective as of MONTH TBD 2017:

- California Assembly Bill 1008 will add a section to the California Fair Employment and Housing Act (FEHA) containing state-wide restrictions on an employer's ability to make pre-hire and personnel decisions based on an individual's criminal history, including a "ban-the-box" component. As a result, technical changes were made to bring policy into compliance with legal requirements.

Policy changes effective as of July 1, 2017:

- Added language per FEHA regulation amendments effective July 1, 2017.
- Revised to meet Web Content Accessibility Guidelines (WCAG) 2.0, effective Date 2017.

Policy changes effective as of January 27, 2017:

- Added language to require a criminal history background check on the final candidate recommended for hire in a critical position.

University of California – Policy PPSM-21  
PPSM 21: Selection and Appointment

- Expanded language on how to review and assess background checks.
- Added a new section on reference checks.
- Clarified language in the following sections:
  - Employee Release Time for UC Interviews;
  - Employment Eligibility Verification; and
  - Employment of Near Relatives.
- Updated critical positions chart.

As a result of the issuance of this policy, the following document is rescinded as of the effective date of this policy and is no longer applicable:

- [Personnel Policies for Staff Members 21 \(Selection and Appointment\), dated July 1, 2017](#)
- ~~[Personnel Policies for Staff Members 21 \(Appointment\), dated October 1, 2012](#)~~

California Assembly Bill 22, which restricts use of consumer credit reports for employment purposes, went into effect on January 1, 2012. As a result, technical changes were made to bring policy into compliance with legal requirements.

This policy was reformatted into the standard University of California policy template effective October 1, 2012.

The following policies have been rescinded and are no longer applicable:

- [Personnel Policies for Staff Members 21 \(Appointment\), dated October 1, 2012](#)
- *Personnel Policies for Staff Members 21 (Appointment)*, (incorporating Systemwide Guidelines with Procedures in Section V.), dated October 2, 2009
- *Personnel Policies for Staff Members 21 (Appointment)*, dated September 9, 2006
- *Staff Personnel Policy 211 (Selection)*, dated April 1, 1991