

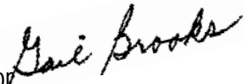
Date: December 24, 2008

Code: HR 2008-25

To: CSU Presidents

Reference: HR 2005-10

From: Gail E. Brooks  
Vice Chancellor  
Human Resources



Subject: Background Checks – Update: CSU Employees Working at Sports Camps and Clinics

## Overview

**Audience:** CSU Presidents, Vice Presidents, HR Officers, AVPs/Deans of Faculty Affairs and campus designees responsible for administering employment programs

**Action Item:** Conduct background checks for applicants/employees as required by this policy.

**Affected Employee Groups/Units:** All

## Summary

This update incorporates new background check requirements for individuals who staff campus-hosted sports camps/clinics.

The following is provided as an addendum to the background check guidelines published in HR 2005-10. The remainder of the guidelines stated in HR 2005-10 do not change.

Audit Report 07-40, *Athletics Administration, Systemwide*, discusses the subject of Background Checks for individuals who staff campus-hosted sports camps/clinics. The auditors found that such individuals were not being subjected to background checks at the campuses. The report comments that, "the absence of background checks increases the risk of inappropriate personnel assignments for sports camps and clinics, potentially damaging CSU's reputation and leading to financial liability."

The audit report concludes that there is a need to subject coaches and counselors working at sports camps/clinics to background checks.

To comply with that recommendation, the following requirements will apply, effective January 1, 2009:

1. Sports camps and clinics covered by this policy include all athletically related camps and skills clinics that take place on a CSU campus including, but not limited to, those organized and sponsored by the campus, by an auxiliary organization or by an outside entity.

---

## Distribution:

CSU Chancellor  
Vice Presidents (all campus vice presidents)  
General Counsel

Associate Vice Presidents/Deans of Faculty Affairs  
Human Resources Officers  
Athletic Directors

2. Background checks (including criminal records, motor vehicle records and sex offender registries) are required for all individuals at the time they are hired by a CSU campus to perform any work at a CSU sports camp/clinic operated by CSU, a CSU auxiliary or by an outside entity. This requirement also applies to CSU Volunteers before they begin working.
3. Background checks (including criminal records, motor vehicle records and sex offender registries) are required for all existing non-represented employees and CSU Volunteers who perform any work at a CSU hosted sports camp/clinic operated by CSU, a CSU auxiliary or by an outside entity.
4. The guidelines in HR 2005-10, *Background Checks*, apply to the background checks referred to in No. 2 and No. 3 above.

The CSU is examining potential meet and confer issues regarding conducting background checks for existing represented employees who work at CSU hosted sports camps/clinics.

If you have questions regarding this policy, please contact systemwide Human Resources at (562) 951-4411 or your campus counsel. This document is available on the Human Resources Administration Web site at: <http://www.calstate.edu/HRAAdm/memos.shtml>.

GEB/bg