Applicants to Positions in Campus Police Departments and Student Workers

Overview

Audience: Human Resources Officers, AVPs/Deans of Faculty and/or campus designees responsible for maintaining CSU employment applications, job descriptions and other recruitment information.

Action Item: Information only

Affected Employee Group(s)/Units: Job applicants (including current CSU employees) who apply for open positions at the CSU

Summary

This supplemental policy letter serves to clarify the requirements listed under HR 2014-03. All applicants for positions hired through campus police departments are exempt from this policy. All student workers are covered under this policy, unless the position requires a background check by law.

Campus Human Resource Officers and/or designees responsible for the recruitment process should review the remainder of this supplemental Policy Letter for more information.

HR 2014-03 introduced a new policy requirement, in accordance to a new law signed by Governor Jerry Brown in October 2013, to remove all criminal conviction history questions from initial CSU job applications. Campuses are required to meet the compliance deadline by July 1, 2014. The policy requirement exempts positions where a criminal background investigation is required by law.

This supplement policy letter clarifies the following:

1. Under Section 13101 of the Penal Code and the Labor Code Section 432.7 (e), positions hired through or for employment in campus police departments are also exempt from the requirements of this policy. This includes police officers, dispatchers, and Community Service Officers (CSOs) hired through the campus departments. Therefore, it is appropriate for campuses to ask about an applicant's criminal conviction history on initial CSU job applications for such applicants.

2. All student worker positions are subject to the requirements of this policy, unless the position requires a background check by law. If the position requires a background check by law, the campus may ask the student worker applicant about his/her criminal conviction history in the initial CSU job application.

Distribution:
CSU Chancellor
Executive Vice Chancellors
Vice Chancellors
All Campus Vice Presidents

Associate Vice Presidents/Deans of Faculty
Human Resources Officers
Payroll Managers
Questions regarding this policy letter may be directed to systemwide Human Resources at (562) 951-4411. This document is available on the Human Resources Management's Website at http://www.calstate.edu/HRAdm/memos.shtml.

JD/SR/tl