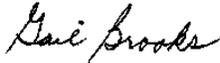


Date: February 14, 2014

Code: HR 2014-03

To: CSU Presidents

From: Gail E. Brooks 
Vice Chancellor
Human Resources

Subject: Elimination of Criminal Conviction History Questions in CSU Initial Job Applications

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: Review and incorporate new HR policy requirements

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

Summary

This policy letter informs campuses of the implementation of a new HR requirement that eliminates criminal conviction history questions from CSU initial job applications until the campus has determined that the applicant has met the minimum qualifications for the position. Campuses are to be in compliance with the new requirement by July 1, 2014.

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

A new law signed by Governor Jerry Brown in October 2013 prohibits employers from asking applicants about criminal convictions until it has been determined that the applicant has met the minimum qualifications of the job. This new requirement only affects when a campus can ask about an applicant's criminal conviction history; it does not prohibit campuses from considering an applicant's criminal conviction history altogether. The new law does not apply to positions where a criminal background investigation is required by law. This HR policy letter summarizes the new requirements. A forthcoming technical letter will provide more details with regards to specific action items and its associated deadlines.

In preparation for the July 1, 2014 implementation date, campuses are to complete the following:

- Review current job applications to remove all questions relating to criminal convictions
- Review all recruitment information, job announcements, and position descriptions for sensitive positions to ensure inclusion of information relating to background checks
- Update current recruiting systems and/or tools (e.g., Oracle/PeopleSoft, PeopleAdmin, etc.) to comply with the new law

Distribution:

CSU Chancellor
Executive Vice Chancellors
Vice Chancellors
All Campus Vice Presidents

Associate Vice Presidents/Deans of Faculty
Human Resources Officers
Payroll Managers

- Create or revise existing supplemental application forms that ask about criminal convictions, provided to applicants after it has been determined that they have met the minimum qualifications for the position. This supplemental application form may be used to inquire about certain job-related convictions for sensitive positions. For campuses with existing supplemental application forms, the forms may be updated to include these questions.

Campuses are required to send a confirmation of compliance to the Vice Chancellor of Human Resources by Monday, June 16, 2014.

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>.

GB/tl