

Determining When a Criminal Background Check is Required		
Current Employees and Volunteers		Conduct CBC?
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 ²
New Employee		Conduct CBC?
Faculty, Academic Staff, Classified Permanent/Project, Student Assistants (employment titles only) ⁵ or Limited		YES
Classified LTE, Student Hourly, Employee-In-Training (employment titles only) ⁶		NO ¹
Non-employee appointments ⁷		NO ¹
Internal Employee Movement (Within UW System, No Break in Service)		
From	To	Conduct CBC?
Academic Staff, Classified Permanent/Project, Faculty, Limited, Student Assistants (employment titles only) ⁵	All appointments excluding Limited	NO ¹
Academic Staff, Classified Permanent/Project, Faculty, Limited	Limited	YES
Classified LTE	LTE, Student Hourly, E-I-T	NO ¹
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 ¹
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 ¹
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
External Employee Movement (move from State Agency, No Break in Service)		
From	To	Conduct CBC?
Classified LTE	LTE, Student Hourly, E-I-T	NO ¹
Classified LTE	Academic Staff, Classified Permanent/Project, Faculty, Student Assistants, Limited	YES
Classified Permanent or Project	All appointments excluding Limited	NO ¹
Classified Permanent or Project	Limited	YES
Circumstance of Return		Conduct CBC?
Returning to Campus - Absence Less Than 12 Months		NO ³
Returning to Campus - Absence 12 Months or more		YES
<p>¹ Unless new position requires a CBC by law or the position is deemed a position of trust.</p> <p>² Unless current position requires a CBC by law (e.g. Wisconsin Caregiver Law, select agent, etc .)</p> <p>³ Unless position requires a CBC by law or is deemed a position of trust.</p> <p>⁴ Candidate from outside the UW exercising reinstatement eligibility or restoration rights is subject to a CBC.</p>		
<p>⁵ Student Appointments with Employment Titles</p> <ul style="list-style-type: none"> - Teaching Assistant - Research Assistant - Housefellow/Resident Assistant - Lecturer (SA) - Undergraduate Assistant - Undergraduate Intern - Program Assistant/Project Assistant (including Grader/Reader) 		<p>⁶ Employees-In-Training</p> <ul style="list-style-type: none"> - Intern (Non-Physician) - Postgraduate Trainee - Research Associate - Research Intern
<p>⁷ Non-Employee Appointments</p> <ul style="list-style-type: none"> - Volunteers - Fellows - Scholar - Trainee - Graduate Intern/Trainee - Postdoctoral Fellows 		