

CRIMINAL BACKGROUND CHECK POLICY
Policy Number: UW-5014

Determining When a CBC and CBC Re-Check are Required Chart

NOTE: CBC and CBC Re-check for POT is determined by job duties and responsibilities

UW-Madison Population	Frequency of CBC
Prospective New Hires	
Prospective new hires applying for any paid or unpaid position (including volunteers) with UW-Madison from the list below: <ul style="list-style-type: none"> Limited appointments Faculty appointments Academic Staff appointments University Staff appointments Other paid or unpaid positions (including volunteers), regardless of employee title or employee category, which are deemed a POT based on job duties and responsibilities 	At time of hire
POT— Current paid or unpaid positions (including volunteers) at UW-Madison	
Works in childcare/daycare roles and/or associated with childcare/daycare facilities are subject to the Caregiver Background Check Law	Re-check every four years The Department of Children and Families automatically conducts an annual check every year.
Working with minors as an Authorized Custodian or an Authorized Assistant Custodian per UW-1045: Youth Protection policy	Re-check every two years
Limited Appointments	Re-check every four years
In a POT to include an Authorized Adult per UW-1045: Youth Protection policy	Re-check every four years
In a POT to a new POT in new operational area*	At time of hire or placement into position
In a POT to the same POT in same operational area*	Not required at time of hire or placement into position
In a POT to a new POT in same operational area*	At time of hire or placement into position
In a POT to the same POT in new operational area* (s/c/d can exercise discretion if job duties are the same within the new operational area)	At time of hire or placement into position
Non-POT— Current paid or unpaid positions (including volunteers) at UW-Madison	
In a non-POT to a non-POT in same and/or new operational area*	Not required at time of hire or placement into position
In a POT to a non-POT in same and/or new operational area*	Not required at time of hire or placement into position
In a non-POT to a POT in same and/or new operational area*	At time of hire or placement into position
*Also applies if an employee is returning to UW-Madison after less than a one-year break-in-service	
External Partners & Misc.	
Certain Vendors/Contractors whose employees, affiliates, or volunteers will have routine or unsupervised access to vulnerable populations (minors or medical patients) at or connected to UW-Madison	Prior to performance of work detailed in applicable contract
Certain Facilities Users and Lessees that use or lease University lands and facilities to operate multi-day programs for minors, or programs for minors that involve an overnight stay	Prior to facility use and/or commencement of lease
Individuals in specific positions as otherwise mandated.	Pursuant to applicable federal and state laws and/or legal mandates.