Policy Changes Summary

All final candidates must be asked, prior to hire, whether they have been found to have engaged in, are currently under investigation for, or left employment during an active investigation in which they were accused of sexual violence or sexual harassment.

UW System institutions must ask the most recent employer and any UW System institution whether a final candidate has been found to have engaged in, is currently under investigation for, or left during an active investigation in which they were accused of any sexual violence or sexual harassment.

A UW System institution contacted by a potential employer for a reference check regarding a current or former employee must notify the potential employer of the appropriate UW System institution contact for any questions regarding employee misconduct (including any violation of sexual violence or sexual harassment policies), even if the potential employer does not specifically ask.

Conducting Reference Checks

At a minimum, all final candidates and designated references must be asked the following two questions prior to hire if they:

- were ever found to have engaged in any sexual violence or sexual harassment
- are currently under investigation or have ever left employment during an active investigation in which they were accused of sexual violence or sexual harassment

Required Questions

1. All Final Candidates
   a. The two required self-disclosure questions will be asked of each final candidate through the GIS vendor at the same time as the criminal background check (CBC) process.
   b. Rehires, meaning those employees who have not worked at UWL within the past 12 months, will require the same questions and will follow the same process with GIS to the extent possible.

2. Obtaining References
   a. The search committee chair will ask and record or email the question form to the most recent employer and to any UW System institution or WI state agency that the candidate has worked for within the past 7 years prior to a job offer.
   b. The search committee chair will submit the completed question form to the Human Resources Recruiter when the reference check is completed.
      i. If both questions are answered no, then the completed form is forwarded to the Recruiter and the hiring process proceeds as normal.
      ii. If either or both questions are yes, then the completed form is forwarded to the Recruiter and the escalation committee.
c. For recruitments that are conducted through PeopleAdmin, the Recruiter will upload the returned form as part of the recruitment.
d. For recruitments that are not conducted through PeopleAdmin, the Recruiter will create an online file in the OLF Cabinet.
   i. Rehires, meaning those employees who have not worked at UWL within the past 12 months, will require the same questions and process.

3. Escalation Committee
   a. Members
      i. Director of Human Resources/CHRO
      ii. Assistant Director, Human Resources
      iii. Title IX Coordinator
      iv. Vice Chancellor (Hiring Unit)
      v. Hiring Manager
   b. Process and Considerations
      i. TBD by CHRO, Assistant Director, HR and Title IX Coordinator.

4. Notice of the required questions will be included throughout the recruitment process
   a. All position postings or vacancy announcements (including advertisements)
      i. Verbiage to be included: Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.
   b. Appointment documents
      i. Verbiage to be included: This offer of employment is conditional pending the results of a criminal background check and the reference check process that includes questions regarding sexual violence and sexual harassment. If the results are unacceptable, the offer will be withdrawn or, if you have started employment, your employment will be terminated.

Providing References

1. UW System institutions must mandate the use of a disclaimer by the supervisor or designated individual responding to a reference check regarding a current or former employee.
   a. Mandated Disclaimer for anyone responding to a reference check
      i. All questions related to employee misconduct including sexual misconduct are addressed only by our human resources department, which can be contacted by email at hrinfo@uwlax.edu. This is not meant to imply that this candidate has committed any misconduct but is something we are required by policy to tell all potential employers.
   b. UWL Reference Check Institution Contacts
      i. Amy Whillock, Assistant Director, HR at awhillock@uwlax.edu
      ii. Beth Hill, Assistant Director, HR at bhill@uwlax.edu
   c. A Qualtrics link will be created and utilized for requests and tracking purposes.