BCOE Staff Employment: Misconduct Check Process

Updated 3/20/2026

Updated 7/29/2025

Updated 2/7/2025

Effective 1/21/2025

Offer Letters

- Ensure policy covered staff and casual restricted appointments (student positions) have the misconduct notification statement within their offer letters when:
    - Position was posted on or after December 1, 2024 (expected to have the misconduct disclosure statement), or
    - Applied to a staff or athletic department volunteer position that was not publicly posted on or after December 1, 2024, AND
    - The position is expected to begin on or after January 1, 2025
- **Misconduct Notification Statement for EXTERNAL Candidates:** *This offer is contingent upon your successful completion of an Employment Misconduct Disclosure review where you will be required to disclose any final administrative or judicial decisions within the last seven years determining that you committed any misconduct. You will also be permitted to inform us if you have filed an appeal of a finding of misconduct.*
- **Misconduct Notification Statement for INTERNAL Candidates:** *You are subject to a Personnel File review, including verification of prior position(s) and employment dates, and a summary of performance-related records such as recognition, required trainings, and any disciplinary actions or employment changes. Any notice of allegation(s) currently involved in an administrative or disciplinary proceeding related to Misconduct will also be reviewed.*

****Employee's cannot start work until a misconduct check clearance is completed.****

- CPSU recommends that you keep an internal spreadsheet to track misconduct checks for student positions.
- At this time, Misconduct Check clearance does not need to be recorded in UCPath.

Population	Misconduct Check	Frequency	Additional Notes and References
Staff Positions: Career and Limited	Yes	For all new staff. **Not Required:** Internal candidate accepting any position at the same UC location where they are currently employed. Former UC employee who successfully completed Misconduct within the last 6 months and accepts an offer at the same UC location from which they separated	CPSU will draft Offer Letters and notify the new employee and supervisor. CPSU will manage the misconduct checks for staff and limited positions.

		and has not held any employment since the UC separation date.	
Student Appointments-Casual Restricted Refer to Student Employment Guidelines for a complete list of job codes	Yes	For all new student positions. **Not Required:** Current student staff employee accepting any position at the same UC location where they are currently employed.	Departments must provide Offer letter and initiate misconduct check through the interim process. Student cannot start work until clearance is received. Refer to BCOE Student Offer Letter Template. Student positions must complete at the department level when applying for the position(with/without recruitments): Forms: https://hr.ucr.edu/talent-acquisition-diversity-outreach • Employment Application • Student Employment Application • Student Employment Guidelines
Staff Contingent Worker/Volunteer (non academic)	No	N/A	
Student Volunteers (non academic)	No	N/A	Updated Volunteer application: https://hr.ucr.edu/talent-acquisition-diversity-outreach#volunteer-appointments
Employees through Temp Agency/Third Party Vendor	No	N/A	

TrueScreen:

- Initiate misconduct check through TrueScreen, the vendor provides secure documentation of disclosures, release forms, and related materials.
    - Cost per request is $5.00 and will be the responsibility of the hiring department.
    - If you need access, please contact cpsu@engr.ucr.edu.