Instructions:
Please review each of the access types below and place a check in each box that applies to your position. If any of the access types are checked, the position require a Criminal History Check (CHC) and/or a Motor Vehicle History check (MVH). **Finalists for positions that require a CHC and/or MVH must wait to being working in any capacity (paid or unpaid) until after the requirement is met and permission to proceed is granted by the University's CHC/MVH processing unit.**

To assist you with determining if any of these access types apply to your position, answer the clarifying question(s) under each access type.

If you answer “Yes” to any of the questions, then the access type applies to your position, and you should check the corresponding box. Please also refer to the *Criminal History Check Crosswalk of Security-Sensitive Access* for a more comprehensive list of security-sensitive duties. [http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/ercc/criminal-history/background-check-crosswalk.pdf](http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/ercc/criminal-history/background-check-crosswalk.pdf)

Make sure that you have included specific information about any applicable access type(s) somewhere in the *Student Posting Request Form* or position description. If you need further assistance determining whether or not an access type is applicable to your position, please send an email to HSBC.HR@oregonstate.edu.

☐ **Has direct access to persons under 18 years of age or to student residence facilities because the person’s work duties require the person to be present in the residence facility.**

  Will the employee have regular unsupervised interaction with minors under the age of 18 or otherwise vulnerable individuals due to compromised physical or mental capacity?

☐ **Is providing information technology services and has control over, or access to, information technology systems that would allow the person to harm the information technology systems or the information contained in the systems.**

  Will the employee have ability to maintain system or database security, ability to reset user passwords, modify user accounts, or grant/revoke system access?

☐ **Has access to property where hazardous materials and other items controlled by state or federal laws or regulations are located.**

  Will the employee be working with hazardous chemicals/materials OR have access to areas where hazardous materials are stored OR perform duties that involve procurement of hazardous materials?

  If yes, are the chemicals/materials available for purchase by the general public?

  Will the employee have access to or work with drugs that are considered controlled substances (generally not available to the public, cannot be purchased "over the counter")?

  Will the employee perform functions or duties that require possession of master keys to facilities to which access is restricted?

☐ **Has access to or responsibility for the care, safety and security of animals.**

  Will the employee have unsupervised access to animals (includes for research purposes or to provide veterinary medical services)?

  Will the employee provide care, restraint, or handling of animals in the custody of OSU?
Has access to **laboratories**, nuclear facilities or utility plants to which access is restricted in order to protect the health or safety of the public.

- Will the employee have access to or work in a laboratory or campus facility that is not considered open to the general public?
- Will the employee have access to or work in a laboratory/facility that houses activities involving diseases or substances that could compromise the health and safety of others?
- Will the employee perform functions or duties that require possession of master keys to facilities to which access is restricted?

Has fiscal, financial aid, payroll or purchasing responsibilities as one of the person’s primary responsibilities.

- Will the employee receive money; process credit card purchases, operate a cash register, or access or maintain a cash box?

Has access to **information**, the disclosure of which is prohibited by state or federal laws, rules or regulations or information that is defined as confidential under state or federal laws, rules or regulations.

Has access to personal **information** about employees or members of the public including Social Security numbers, dates of birth, driver license numbers, medical information, personal financial information or criminal background information.

- Will the employee have access to medical records, medical billing information, medical treatment plans, or information about persons which falls under HIPAA compliance or Privacy Act rules?
- Will the employee have access to or ability to distribute confidential information about minors who are participating in Youth Programs?
- Will the employee maintain or have access to department personnel files?

Operates a State-owned-owned or State provided **motor vehicle** in the performance of an essential function of work or service duties. Operates a privately owned motor vehicle in performance of an essential function of work or service duties.

- Will the employee operate a privately owned, State-owned, or State-provided motor vehicle in performance of an essential duty?