

# OFFICE OF STATE EMPLOYMENT RELATIONS

– DIVISION OF COMPENSATION AND LABOR RELATIONS –  
– DIVISION OF MERIT RECRUITMENT AND SELECTION –

**Date:** November 13, 2007

**Locator No:** OSER-0173-CLR-MRS

**Subject:** Revision of *Wisconsin Human Resources Handbook* Chapter 246:  
Securing Applicant Background Checks

The purpose of this bulletin is to announce the revision and publication of the *Wisconsin Human Resources Handbook* (WHRH) Chapter 246, Securing Applicant Background Checks. This Chapter sets forth parameters to aid agencies/campuses in establishing their policies on conducting background checks as set forth in s. 111.335(1)(a), (b), and (c) and 230.27(3), Wis. Stats.; and s. ER-MRS 6.10, Wis. Adm. Code. This Handbook Chapter supersedes WHRH Chapter 246: Securing Applicant Arrest and Conviction Information.

The types of background checks include criminal history (in-state and out-of-state), criminal and civil records, registered sex offenders, driving history, professional license and credential history and status, and credit reports. Only those checks that are directly related to the duties and requirements of the position should be included in the background check. Background checks may be conducted on new hires that do not meet one of the criteria outlined in the Chapter if provisions for such checks are included in the agency's background check policy as approved by the Office of State Employment Relations (OSER).

The attached Chapter identifies OSER's responsibility to review agencies' background check policies and procedures, and outlines agency reporting requirements in Section 246.080 of the Chapter.

**NOTE: With the publication of this Chapter, OSER is requiring that all agencies, using the policies and guidelines provided in this Chapter, create or revise their background check policy and submit the policy, with justification for any deviation from the stated policies of the Chapter, to OSER for approval. The policies should be submitted to Patricia M. Almond, Administrator of the Division of Merit Recruitment and Selection by January 31, 2008. Subsequent policy updates should be provided on an as needed basis.**

Once received, the policies will be reviewed and approved or modification requested, as soon as administratively feasible. Agencies should operate under their current policy until such time as they receive a response from OSER.

## CONTACTS:

Questions related to requiring criminal background checks concerning employees represented by a collective bargaining agreement should be directed to Kathy Kopp in the Division of Compensation and Labor Relations at (608) 266-0711 or e-mail [kathy.kopp@wisconsin.gov](mailto:kathy.kopp@wisconsin.gov). Questions concerning nonrepresented employees should be directed to Linda Kowalewski in the Division of Merit Recruitment and Selection at (608) 267-0408 or e-mail [linda.kowalewski@wisconsin.gov](mailto:linda.kowalewski@wisconsin.gov).

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