

Guide to Selected Functions and Background Checks

Critical Function	Required Background Check	Examples of Designated & Designated Sensitive Positions ¹	Examples of Critical Tasks
Access to buildings or residences with master keys	<ul style="list-style-type: none"> • Criminal conviction record 	<ul style="list-style-type: none"> • Facilities/maintenance personnel • Telecommunications field personnel • Building engineers • Locksmiths • Superintendents • Craft workers • Protective services • Network/IT personnel • Custodians 	<ul style="list-style-type: none"> • Building security • Access to residences or other facilities for maintenance, installation of equipment, cleaning, or repair
Direct responsibility for the care, safety and security of humans; or the safety and security of personal or University property	<ul style="list-style-type: none"> • Criminal conviction record 	<ul style="list-style-type: none"> • Nurses • Physicians • Childcare services personnel • Protective services • Emergency personnel • Residence halls managers • Student counselors • Recreation staff • Camp counselors • Environment, Health & Safety technicians 	<ul style="list-style-type: none"> • Care, custody or training of minors • Interaction with faculty, staff, students, the members of the public in areas including but not limited to counseling, tutoring, teaching, health care, coaching, safety, housing, protective services • Building security • Responsibility for or access to computer, laborator or other laboratory, or other valuable equipment • Responsibility for laboratory animals

¹ This list shows examples of positions that frequently include elements that would qualify them selected positions. The list of positions is illustrative and is not exhaustive. Selected positions include employees in any appointment type (e.g. classified, administrative/professional faculty, instructional faculty, and research faculty) who meet the criteria of a selected position.

Critical Function	Required Background Check	Examples of Designated & Designated Sensitive Positions ¹	Examples of Critical Tasks
Direct access to, or responsibility for handling, cash, checks, credit/debit cards, or cash, University property, disbursements or receipts	<ul style="list-style-type: none"> • Criminal conviction record • Credit check 	<ul style="list-style-type: none"> • Cashiers • Business officers • Parking attendants • Mail services • Accounts receivable/payable personnel • Accounting staff 	<ul style="list-style-type: none"> • Cashiering • Check writing • Invoice approval and payment • Check printing or delivery • Receipt of donations • Expense reimbursements
Direct access to, or responsibility for, controlled or hazardous substances	<ul style="list-style-type: none"> • Criminal conviction record 	<ul style="list-style-type: none"> • Nurses • Physicians • Staff research associates • Laboratory assistants 	<ul style="list-style-type: none"> • Access to drugs in clinical or research environments • Access to hazardous chemicals
Direct access to laboratory materials and other property that have the potential of being diverted from their proper use either for financial gain or for harmful, dangerous, or illegal purposes	<ul style="list-style-type: none"> • Criminal conviction record 	<ul style="list-style-type: none"> • Researchers • Laboratory personnel 	<ul style="list-style-type: none"> • Purchasing lab supplies and materials • Shipping and receiving • Storekeeping • Lab assistance

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Decision-making authority for committing University funds or financial resources	<ul style="list-style-type: none"> • Criminal conviction record • Credit check 	<ul style="list-style-type: none"> • Fiscal Services • Internal Audit • Office for Sponsored Research • Foundation 	<ul style="list-style-type: none"> • Bid/RFP approvals • Vendor or product approval • Approval of insurance payments • Approval of contracts
Access to “personal information”	<ul style="list-style-type: none"> • Criminal conviction record 	<ul style="list-style-type: none"> • HR/Payroll staff • Development officers • Auditors • Student advisors • Admissions personnel • Registrar’s Office 	<ul style="list-style-type: none"> • Access to Banner
Responsibility for or access to data, systems or networks whose unauthorized access, modification of loss could adversely affect the University	<ul style="list-style-type: none"> • Criminal conviction record 	<ul style="list-style-type: none"> • Programmers • Network staff • Business managers • Department security administrators 	<ul style="list-style-type: none"> • Application development and maintenance • Network maintenance • Systems development and maintenance

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Regular operation of University-owned vehicles, machinery or other equipment that could cause accidental death, injury or illness	<ul style="list-style-type: none"> • Criminal conviction record • Review of driver's license (performed by applicable department) • Review of DMV records (performed by applicable department) 	<ul style="list-style-type: none"> • Physical Plant staff • Automotive technicians • Delivery staff • Catering staff • Mail and messenger drivers • Equipment operators • Environment, Health & Safety officers 	<ul style="list-style-type: none"> • Operation of vehicles (e.g. transit buses, fleet cars, departmental vehicles, catering trucks) • Operation of heavy equipment or machinery • Response to emergencies involving potential hazardous substances
Requirement for a professional license, certificate or degree, the absence of which would expose the University to legal liability and/or adverse public reaction	<ul style="list-style-type: none"> • Criminal conviction record 	<ul style="list-style-type: none"> • Counselors • Attorneys • Nurses • Physicians • Engineers 	<ul style="list-style-type: none"> • Rendering of medical services • Counseling of employees or students • Design or building of facilities • Legal advice
Direct access to, or responsibility for, information affecting national security	<ul style="list-style-type: none"> • Criminal conviction record 	<ul style="list-style-type: none"> • GMU staff whose position/grant requires a government security clearance 	<ul style="list-style-type: none"> • Defined by agency requiring clearance

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