

*Perform the reference checks regarding potential sexual harassment as required by
UPS Operational Policy TC-1*

DESCRIPTION OF THE SERVICE

UW-Shared Services will perform reference checks regarding potential sexual harassment, as required by UPS Operational Policy TC-1, in support of the hiring process. University Personnel System (UPS) Operational Policy TC-1 was revised in January 2019 to include a requirement for all UW System institutions to ask certain questions of candidates and previous employers of candidates for any position. The new requirements are in addition to any other professional references that may be sought in the recruitment process. UW-Shared Services will contact final candidates for all positions. The required questions to be asked of employment references of final candidates for positions include:

SOURCE OF THE SERVICE

Feedback from institutional chief human resources officers

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

UW-Shared Services will create a process to perform this aspect of the required reference check for all UW System comprehensive institutions and as part of the escalation process in the policy, provide information to any institution to refer to its respective panel that would hear any concerns if the resulting answers are 'yes.'

FORMS OF THE SERVICE

ACTIONS



On-Demand



UW-Shared Services will receive requests for sexual harassment reference checks from UW institutions and UW System Administration, and subsequently track and report the results of the checks to the requesters.

Ongoing



There is no need for ongoing sexual harassment reference checks for an individual, as they will be performed only when requested by institutions.

Monitoring



UW-Shared Services will monitor compliance and provide regular reports.

STANDARDS



Practices



UW-Shared Services will maintain and publish a set of common practices regarding sexual harassment reference checks in UPS Operational Policy TC-1.

Trainings



UW-Shared Services will offer online trainings for hiring managers and/or human resources departments on how to request the service.

Systems



UW-Shared Services will maintain enterprise systems to process and track requests, store documents and offer training/support for customers.

SUPPORT



Passive



UW-Shared Services will provide information and guidance to customers on sexual harassment reference checks through its website.

Distance



Customers will be able to ask for support and guidance on sexual harassment reference checks by contacting the UW-Shared Services HR help desk.

In-Person



UW-Shared Services plans on providing sexual harassment reference check support remotely at this time and does not intend on providing in-person support.

ANALYSIS

BENEFITS	RISKS
<ul style="list-style-type: none"> • Reduces operational burden on institutional HR offices • Decreases risk for UW System • Increases standardization, efficiency, optimization • Aligns with strategic initiatives • Offers scalability across the UW System 	<ul style="list-style-type: none"> • Challenges in obtaining forms, system data, contacts • May require effort to train, plus challenges with remote vs onsite support • Could increase risk during transition to or away from a service

PARTICIPATION MODEL

The *Sexual Harassment Reference Check* service should be mandatory for all comprehensive institutions and UW System Administration given overwhelming feedback from institutional stakeholders regarding the need for consistent, standardized training to meet regulatory and legal requirements.

There are significant benefits to making this service mandatory. Given the relatively high financial, reputational, and legal risk that the UW System faces related to sexual harassment, the relatively low upfront costs to implement this service, and the fact that it will be easily scalable to all institutions, suggests limited overall costs to implementation across the UW System.

RECOMMENDATION
<p>MANDATORY PARTICIPATION For UW System comprehensive institutions and UW System Administration</p>

FUNDING MODEL

The *Sexual Harassment Reference Check* service should be funded by UW-Shared Services base funding. Institutions should not be charged directly for this service.

Given the relatively low costs of delivering this service to additional institutions and the administrative effort required to manage chargebacks, it would be inefficient to fund this service by charging the institutions based on the number of sexual harassment reference checks performed.

The high risk posed by non-compliance with applicable policies suggests the UW System should remove any barriers or disincentives that might prevent institutions from participating in the service. Charging institutions for this service could create a distorted incentive whereby they do not take advantage of the services because of the potential costs.

Allocating base funding for this service should establish the appropriate incentives across the institutions to fully utilize this service and should limit the administrative effort required to manage the funding and financial aspects of this service.

RECOMMENDATION	
<p>TRANSACTIONAL CHARGEBACKS</p>	<p>BASE FUNDING + CHARGEBACKS</p>
<p>CAMPUS ASSESSMENT</p>	<p>BASE FUNDING This service should be entirely funded by UW-Shared Services base funding</p>