



Date: January 4, 2013

From: Contract Administration, Design and Construction Division, OPP

Subject: New Background Check Requirement for Construction Contracts and Professional Agreements

---

**Background Check Requirement for Third-Party employees per PSU Policy HR99**

[PSU Background Check Requirement – Policy HR99](#)

PSU construction contracts and professional agreements will now include the requirement that all employees of third-party firms (including the employees of any subconsultants/subcontractors) assigned to a PSU project and who conduct their work on Penn State premises have had background checks that meet or exceed the University's standards for the type of work being performed per the background check process for third-party employees outlined in PSU Policy HR99 Background Check Process (<http://guru.psu.edu/policies/OHR/hr99.html>).

In addition to the background checks, all employees of third-party firms (including the employees of any subconsultants / subcontractors) assigned to a PSU project and who conduct their work on Penn State premises are required to self-disclose criminal arrests and/or convictions as outlined in the Penn State Arrest and Conviction self-disclosure form within a 72-hour period of their occurrence. The self-disclosure form with the listing of convictions that must be reported can be found through a link within PSU Policy HR99 Background Check Process (<http://guru.psu.edu/policies/OHR/hr99.html>).

Failure to comply with the background check and self-reporting requirements will be considered a breach of contract and grounds for termination of a contract.

---

Please direct any questions related to this new requirement to John Bechtel, Assistant Director, Design and Construction Division, OPP ([jrb115@psu.edu](mailto:jrb115@psu.edu)).