

July 29, 2025

To: HR Campus Partners
From: HR Policy and Strategic Initiatives
Re: Update – Staff Employment Misconduct Disclosure

Background

On July 11, 2025, UCOP released [PPSM-21: Selection and Appointment](#) which provided additional policy language on when a Staff Employment Misconduct Disclosure Questionnaire will or will not be required.

This communication is to inform you of changes to UCR's Local Procedure 21 Selection and Appointment section on Staff Employment Misconduct Disclosure. While the written local procedure is under revision, this update allows hiring departments/shared service centers to follow the process outlined in this communication until the local procedure is complete.

Misconduct Disclosure Questionnaire

Effective today, a Staff Employment Misconduct Disclosure Questionnaire is not required if the following conditions apply:

- An internal candidate or current student staff employee accepts an offer of employment for any position at the same UC employment location where they are currently employed; or
- A former UC employee who successfully completed a previous Staff Employment Misconduct Questionnaire within the last six (6) months accepts an offer of employment at the same UC location from which they separated and has not held any employment since the UC separation date.

If you have questions regarding this communication, reach out to Talent Acquisition at: talent@ucr.edu