

# UTIA EMPLOYEE CLASSIFICATION DECISION TREE

## Level 1 Employee

This employee has no direct contact with minors.

- (1) Employee to read and sign form [TN Law on Mandatory Reporting of Child Abuse](#) (one time).
- (2) Unit to check [National Sex Offender](#) and [TN Abuse Registry](#) (one time). \*Only applies to employees eighteen (18) years of age or older. An employee's initial criminal background check is sufficient to satisfy this requirement.



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**Does the employee work in direct contact with minors?**

- Direct contact is the instruction, care, supervision, guidance, control and/or routine interaction with a minor.
- A minor is any person who is under eighteen (18) years of age, or who is reasonably presumed to be under eighteen (18) years of age.

NO

YES

## Level 3 Employee

This employee has direct contact with minors with possible overnight involvement or regular, frequent contact.

- (1) Employee to read and sign form [TN Law on Mandatory Reporting of Child Abuse](#) (one time).
- (2) Background check conducted (every four years). Initiate background check requests in [SUPER](#). \*Only applies to employees eighteen (18) years of age or older.
- (3) Unit to check [National Sex Offender](#) and [TN Abuse Registry](#) (every two years). \*Only applies to employees eighteen (18) years of age or older. An employee's criminal background check is sufficient to satisfy this requirement.
- (4) Complete Child Protection Training [online](#) (every two years).

## Level 2 Employee

This employee has direct contact with minors that is occasional or intermittent with no overnight involvement.

- (1) Employee to read and sign form [TN Law on Mandatory Reporting of Child Abuse](#) (one time).
- (2) Unit to check [National Sex Offender](#) and [TN Abuse Registry](#) (every two years). \*Only applies to employees 18 years of age or older. An employee's initial criminal background check is sufficient to satisfy this requirement.
- (3) Complete Child Protection Training [online](#) (every two years).

**Does the employee have any overnight involvement or regular, frequent contact with minors?**

NO

YES

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