

## **Employment of Persons with Criminal History**

**Original Implementation:** August 1, 1983

**Last Revision:** January 30, 2018

No person who has been convicted of a felony or is currently on probation for a felony or convicted of a misdemeanor of moral turpitude shall be employed at the university in a security sensitive position. Exceptions to this policy may be made on the basis of three factors:

1. the immediate past employment of the applicant or employee;
2. the job relatedness of the crime; or
3. the time elapsed since the crime.

All employees are required to disclose a felony or misdemeanor conviction involving moral turpitude whether prior to or during employment. For purposes of this policy, moral turpitude shall include, but is not limited to dishonesty, giving of a false statement, fraud, and theft. Employees should disclose the conviction to their department head who shall inform the director of human resources.

This policy is designed to assure the safety and security of the students, faculty, and staff and property at the university.

For purposes of this policy, the term "offense that constitutes a felony" shall have the same meaning as the term used in the Texas Penal Code or any United States codes.

**Cross Reference:** Security Sensitive Positions (11.25)

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Director of Human Resources

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs