

Security Sensitive Positions

Original Implementation: May 1, 1989

Last Revision: January 27, 2015

Security sensitive positions are those in which employees handle currency, have access to a computer terminal, have access to a master key, have access to the personal information or identifying information of another person, have access to the financial information of the employer or another person, or work in an area of the university which has been designated as a security sensitive area. Positions designated as security sensitive will be identified as such in individual job descriptions, in any advertising for job applicants, and in all personnel transaction forms and correspondence with human resources concerning recruitment.

Department heads and/or account managers having the authority to employ, who desire to establish, change, or delete a position as security sensitive must submit, through administrative channels, a recommendation to the appropriate vice president. If approved, the vice president will forward the recommendation to the director of human resources who will identify the position as security sensitive in the personnel records of the university. All advertisements and notices released for security sensitive positions shall include the statement: "Security Sensitive Position."

Human resources will conduct a criminal record check prior to employment. The candidate may be offered employment by the university contingent upon the evaluation of the criminal history record check. If the check reveals a criminal record, the director of human resources will evaluate the record in light of the university's policy on employment of persons with criminal history and confer with the department head on whether the employee will be "recommended" or "not recommended" for employment. A recommendation for employment will be made when there is no criminal record, or when there is a record but it is not considered a bar to employment of the candidate by the university for that position. The appropriate vice president or president will make the final decision on employment of the candidate.

After the expiration of the employee's probationary term of employment, all criminal history information relating to the employee shall be destroyed.

Cross Reference: Tex. Educ. Code § 51.215; Tex. Gov't Code § 411.094

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources and General Counsel

Forms: None

Board Committee Assignment: Academic and Student Affairs