STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Security Sensitive Positions

Policy Number: 11.25

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/27/2015

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): Identies critieria for designating SFA positions as security sensitive, the requirement for conducting and reviewing criminal background checks, and the process of approving candidates with criminal convictions.

Reason for the addition, revision, or deletion (check all that apply):

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for <u>each</u> substantive revision: No substantive changes were made -- all changes were made to receiving procedural content and for clarification purposes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, Director of Human Resources
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Security Sensitive Positions

Original Implementation: May 1, 1989
Last Revision: ~~January 27, 2015~~*January 30, 2018*

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 advertis*ement* ~~ing~~ for job applicants, and in all personnel transaction forms and correspondence with human resources concerning recruitment. *The department head is responsible for ensuring positions are correctly identified as being security sensitive.*

~~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 *in security sensitive positions*. 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,~~*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*;*
Employment of Persons with Criminal History (11.12)

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