



Security-Sensitive Positions

Purpose

This policy defines and establishes requirements when hiring for all security-sensitive positions.

Persons Affected

Employees designated as security-sensitive are affected by this policy.

Definition

Security-sensitive positions: Positions in which employees handle currency, have access to a computer terminal, master key, personal information or identifying information of another person, 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.

Policy

Positions designated as security-sensitive will be identified as such in individual job descriptions, in any advertisement 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.

Procedures

A. Criminal Record Check

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 or when there is a record but it is not considered a bar to employment of the candidate by the university for that position.

Related Statues or Regulations, Rules, Policies, or Standards

Tex. Educ. Code § 51.215
Tex. Gov't Code § 411.094

SFA HOP 03-205 Employment of Persons with Criminal History

Responsible Executive



Vice President for Finance and Administration, Director of Human Resources, and Vice President and General Counsel

Forms

None

Revision History

September 1, 2023 (original)