

Employment of Persons with Criminal History

Original Implementation: August 1, 1983

Last Revision: February 2, 2021

Purpose

This policy establishes guidance when considering the employment of persons with a criminal history.

Definitions

For purposes of this policy, **moral turpitude** shall include, but is not limited to dishonesty, giving of a false statement, fraud, and theft.

General

No person who has been convicted of a felony, as defined by federal or state law, or is currently on probation for a felony or convicted of a misdemeanor involving moral turpitude shall be employed at the university in a security sensitive position. Exceptions to this policy may be made on the basis of the following factors:

- the immediate past employment of the applicant or employee;
- the specific duties of the position.
- the number of offenses committed by the individual.
- the nature and seriousness of each offense.
- the length of time between the offense and the employment decision.
- the efforts by the individual at rehabilitation.
- the accuracy of the information on the individual's employment application.

All employees are required to disclose a felony or misdemeanor conviction involving moral turpitude whether prior to or during employment. Employees should disclose the conviction to their department head who shall inform the director of human resources.

This policy is designed to further protect the safety and welfare of the students, faculty, and staff and property at the university.

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 Committee

Revision History: January 30, 2018
January 27, 2015
January 31, 2012
April 21, 2009