

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Security Sensitive Positions Policy

UH-Downtown/PS 02.A.17
Issue No. 3
Effective date: 03/10/2003
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1. PURPOSE

This PS specifies the policy of the University of Houston - Downtown regarding security sensitive positions.

2. POLICY/PROCEDURES

2.1 The University of Houston - Downtown is an affirmative action, equal opportunity employer in compliance with federal and state laws and regulations. This includes compliance with Chapter 51, section 51.215, Vernon's Texas Code Annotated, which indicates the employment selection process for all positions, full and part-time, regular and temporary, in all University programs, regardless of funding source may include evaluation of criminal history information pertaining to an applicant, whether internal or external, for employment in a security sensitive position.

2.2 It is the policy of the University of Houston - Downtown that all applicants for security sensitive positions will undergo a complete background investigation prior to being offered a job with the University. The applicant must complete a Security Sensitive Position Questionnaire (Exhibit A) to be considered for the position. Applicants failing to submit to a background check upon request may be denied employment for a security sensitive position.

2.3 The background investigation, to be conducted by the Assistant Vice President for Human Resources and Affirmative Action or designee, will consist of a criminal history records investigation. Driving records and credit checks will be conducted if appropriate (Exhibit B). All conviction data will be privileged and confidential and will only be released to the hiring manager. This information will not be released or otherwise disclosed to another person or agency except by court order.

2.4 The Assistant Vice President for Human Resources and Affirmative Action or designee will determine the job relatedness of criminal history for security sensitive positions.

2.5 Applicants who successfully complete the background check process will be considered eligible for employment for a security sensitive position at the University of Houston - Downtown.

2.6 The Assistant Vice President for Human Resources and Affirmative Action or designee will evaluate any positive criminal history against job-related criteria and will make a recommendation as to whether the applicant is "employable" or "not recommended for employment." If the applicant is "not recommended for employment," the Assistant Vice President for Human Resources and Affirmative Action or designee will issue a report to the hiring authority, who may accept the recommendation and reject the employment of the applicant, or may request permission to hire. A request for permission to hire will be submitted to the Vice

President for Administration or designee. Only the Vice President for Administration or designee can authorize hiring someone with a positive criminal history.

2.7 Details of positive criminal history record investigation checks will be sealed in an envelope identified by the individual's name. The sealed envelope will be marked "*not to be opened except by Human Resources, General Counsel, or the appropriate Vice President.*" The Assistant Vice President for Human Resources and Affirmative Action or designee will keep background security checks during the employee's period of employment and for a minimum of seven (7) years after termination of employment.

2.8 Positions may be added to or deleted from the list of security sensitive positions (Exhibit C), available in the Human Resources Office, only upon approval by the President, the Vice President for Administration, or the Vice President for Academic Affairs and Provost.

2.9 Security sensitive positions shall be defined as follows:

2.9.1 Handle or account for currency or negotiable instruments;

2.9.2 Have access to confidential information and/or the capability to create, delete, or alter records in any of the university student, financial, personnel, payroll, or related computer databases or to research databases.

2.9.3 Have routine access to official files or archives containing student, personnel, police, payroll, or financial records;

2.9.4 Have routine access to building master control and key systems or routinely enter offices or work areas other than their own in the absence of those assigned to the office or work area;

2.9.5 Have responsibility to account for drug storage or inventories;

2.9.6 Are responsible for the care or instruction of children; or

2.9.7 Work in an area of the University that has been designated as a security-sensitive area.

2.10 This policy is applicable to all full-time, part-time, temporary, internship, and work-study and non-college work-study student assistant positions whenever their job is considered security sensitive or the employee will be working in a security sensitive area.

2.11 Security sensitive positions, including work-study and non-college work-study student assistants, will be identified in the job descriptions and advertisements for employment as follows: "*Security Sensitive Position, Requires Complete Background Investigation.*"

2.12 Nothing in this policy shall be used as the basis for discrimination or retaliation against any individual or group on the basis of race, gender, age, color, religion, national origin, sexual orientation, disability, or veteran status.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for
Administration Review
Review: Biennial

President

Policy History

Issue #1: 04/25/1994

Issue #2: 03/11/1998

Issue #3: 03/10/2003