

Policies of the University of North Texas	Chapter 5
05.024 Employment: Staff Personnel	Human Resources

Policy Statement. To provide a systematic method for hiring regular staff and non-student hourly employees to enhance and further our Affirmative Action Policy of non-discrimination as an Equal Opportunity Employer and to insure that the employment of staff personnel complies with Federal and State employment laws and regulations and the regulations of the University.

Application of Policy. Staff and Non-Student Hourly Employees.

Definitions. None.

Procedures and Responsibilities.

1. **Policy.** The University offers equal employment opportunities and does not discriminate against any employee or any applicant for employment, nor shall it fail to hire or refuse to hire any applicant for employment, because of sex, age, race, color, creed, national origin, disability, disabled veteran status, or Vietnam Era veteran status. All appointments to University positions shall be on the basis of selection decisions based on lawful, job-related, and non-discrimination criteria and in keeping with the University's Affirmative Action Policy of nondiscrimination, Federal and State employment laws and regulations, and the regulations of the University. It is the policy of the University to fill staff positions with the best qualified and best suited candidate either by promoting or transferring an employee or by hiring from outside the University.
2. **Employment of Staff Personnel.** Recruiting, screening, and selecting qualified applicants to fill staff positions are functions shared by both the employing department and the Human Resources Department.
 - 2.1. **Recruiting Applicants:** A department desiring to fill a vacant staff position must submit a Recruitment Request Form HRM-5 through the appropriate vice president to the Human Resources Department. A copy of the Planning Guide UPO-31 for the position must accompany the Recruitment Request Form. No recruitment action will be taken unless an approved Recruitment Request Form HRM-5 and a Position Planning Guide UPO-31 are on file in the Human Resources Department. The job vacancy must be left open for a minimum of five working days from the date the Human Resources Department posted the position.

The job class and pay rate for the position must be stated on the Recruitment Request Form. No commitment which deviates from the job class and/or rate of pay approved on the Recruitment Request Form may be made to an applicant without prior approval of the Director of Human Resources.

The University encourages promotion or transfer of qualified employees from within; therefore, the provisions outlined in the University's Salary Administration Policy 05.038 will be followed in recruitment and referral of qualified on-campus applicants.

- 2.2. Screening. No commitment to employ can be made to an individual who does not have an application on file and has not been screened in the University Human Resources Department. The Employment Area of Human Resources will screen all applications for minimum qualifications and educational background prior to referring an application to the hiring department. The hiring department will interview applicants based on employment (current and prior), education, training, skills and references.
- 2.3. Selection, Verification of References/Education, and Authorization for Payroll: The commitment to employ a qualified applicant for a staff position is made under the authority of the department head. The department head is responsible for contacting applicants for interviews and notifying all other applicants as to whether or not they were selected. Prior to extending an offer, the hiring department must verify the following information on a candidate:
 - a. Verify at least two employment history references (if at least two are available) from the applicant's Employment Application/resume.
 - b. Require the applicant to provide copies of official transcripts if education/degrees are requirements for the position.
 - c. Require the applicant to provide documentation of professional certifications and/or affiliations.

The department is responsible for submitting, to the Human Resources Department, a Recruitment Summary Form HRM-5, Employment History Verification Form, Official Transcript (if applicable) and a Position/Appointment Authorization Form HRM-6 with completed forms from the New Employee packet on the applicant selected. The employment of any individual is subject to the approval of the President or President's designee.
- 2.4. Employment Offer: The official offer of employment is extended by the head of the employing department. All offers of employment are contingent upon the individual's ability to provide documentation that he/she is authorized to accept employment in the U.S. in accordance with the Immigration Reform and Control Act of 1986.
- 2.5. Sign-up and Orientation: Each new staff member is required to attend an orientation session held by the Human Resources Department in accordance with the University's Orientation Policy, 05.014.

3. Employment Advertisements: Job advertisements that would indicate a preference, limitation specification or discrimination based on race, color, natural origin, religion, sex, age or disability are prohibited. This does not apply if disability, religion, sex, natural origin, or age is bona fide occupational qualification. The phrase, "Equal Opportunity, Affirmative Action Employer", will be used in all employment advertisements. To insure compliance with the institution's affirmative action statement and non-discrimination policies, all recruiting advertisements (i.e. newspapers, journals, web sites, list serves) for staff personnel positions must be approved by the Human Resources Department before they are released for publication.
4. Special Provision for Technical or Professional Positions Employed Under Externally Sponsored Projects: Staff positions which are technical or professional in nature and which are to be employed under externally sponsored projects may be excepted from the requirement to advertise in the University's Employment Opportunities Bulletin if approval of the exception is granted by the Provost and Director of Human Resources and appropriate documentation as outlined below is provided. In such cases the project director must document either (1) that appropriate advertisement of the vacancy has been or is to be placed i.e., in professional publications or journals for the specific field, including minority publications or forums, and/or (2) that the individual to be employed has been or is to be named as "key personnel", i.e., a professional-level member of the project staff included in the submission of the project proposal, and the justification for such naming.

NOTES:

- 4.1. Such exception does not exempt the project or employee from completion of the appropriate University recruitment and employment forms and documents required under University policy and/or federal law, from meeting minimum qualification standards for the position classification, or from complying with other applicable employment requirements as stated in this policy.
- 4.2. Professional or technical positions for externally funded projects may be advertised using the Employment Opportunities Bulletin at any time, upon request.
- 4.3. University salaried position titles covered by this exception include, but may not be limited to, the following:
 - Research Scientist I, II, III
 - Research Assistant Professor
 - Research Associate Professor
 - Research Professor
 - Sponsored Research, Non-faculty
 - Research Assistant I, II, III
 - Research Associate I, II, III, IV
 - Post Doctoral Research Associate

(and other professional and technical position titles as may arise.)

- 4.4. Externally sponsored project positions which are not either technical or professional in nature (for example, secretarial, clerical, or unskilled labor positions) are not eligible or the exception outlined in this provision.
5. Disqualification of Applicants. The University may reject any applicant who lacks the minimum qualification requirements; who has a record of dismissals, removals, or resignations; who is not in good standing as evidenced from inquiries to former employers; who has practiced deception in his/her application; or for such other causes and reasons deemed sufficient by the Director of Human Resources.
6. Agency Fees. The University does not pay employment agency fees.
7. Contracts. No contracts for employment are authorized nor will such contracts be binding upon the University unless prior written approval is given by the President and Board of Regents.
8. Special Criteria for Security Sensitive Positions. As provided in Section 51.215 of the Texas Education Code, criminal history record information pertaining to an applicant may be obtained by the University and used in evaluating applicants for employment in security sensitive positions.
 - 8.1. Security sensitive positions are those in which employees handle currency, have access to financial records, legal records, medical records, personnel records and student academic records, have access to a master key, or work in an area of the University which has been designated as a security sensitive area.
 - 8.2. 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 (Recruitment Request Form HRM-5) and correspondence with the Human Resources Department concerning recruitment.
 - 8.3. All advertisements and notices released for security sensitive positions shall include the statement: "Security Sensitive Position."
 - 8.4. Upon selection of the finalist candidate(s) for the position, the hiring authority may request a preliminary check for criminal history information within Denton County by contacting the Employment Office of Human Resources. Only Human Resources is authorized to access and disseminate criminal history information. The hiring authority may utilize the information in the hiring decision but must realize that a more complete criminal history check through the Department of Public Safety in Austin covering all counties within the state of Texas will be done after a candidate has been selected for the position. (see 8.5)
 - 8.5. Upon selection of the best qualified candidate for the position, the candidate may be offered continued employment by the University contingent upon the evaluation of the criminal history record check. If the check produces a criminal record on the candidate, the Director of Human Resources or his/her designee will evaluate the record and work with the department head to determine if the

employee should be recommended or not recommended for continued employment.

- 8.6. All criminal history information on applicants shall be privileged and confidential and shall not be released or otherwise disclosed to any person or agency other than those persons involved in the hiring process with a legitimate need to know this information, except on court order.
9. Driver's License: Operators of University-owned vehicles must hold, at their expense, an appropriate valid driver's license for the type of vehicle operated and must be insurable on the University Automobile Liability Insurance Policy. Failure to maintain a valid driver's license or safe driving record for insurability purposes may be cause for termination from positions that require operating a University-owned vehicle.

Responsible Party: Assistant Vice President for Human Resources

References and Cross-references.

Section 51.215 of the Texas Education Code

Approved: 8/1/1978

Effective:

Revised: 8/95; 9/99*; 8/03; 5/2011**; 11/3/16***

*Reviewed with no change

**format only

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