

### 03.204 Employment Staff Personnel.

1. Purpose. 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 System.
2. Policy. The System offers equal employment opportunities and does not discriminate against any employee or 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 System positions shall be on the basis of qualifications and suitability and in keeping with the System's Affirmative Action Policy of nondiscrimination, Federal and State employment laws and regulations, and the regulations of the System. It is the policy of the System 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 System.
3. Employment of Staff Personnel. Recruiting, screening, and selecting qualified applicants to fill System staff positions are functions shared by both the employing department and the UNT Human Resources Department.
  - a. 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 UNT 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 UNT Human Resources Department. The job vacancy must be left open for a minimum of five working days from the date the UNT 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 Assistant Vice President for UNT Human Resources. The System encourages promotion or transfer of qualified employees from within; therefore, the provisions outlined in the

System's Promotion and Transfer Policy will be followed in recruitment and referral of qualified on-campus applicants.

- b. 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 UNT Human Resources Department. The Employment Area of UNT 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.
  
- c. 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:
  - 1. verify at least two employment history references (if at least two are available) from the applicant's employment application or resume;
  - 2. require the applicant to provide copies of official transcripts if education/degrees are requirements for the position; and
  - 3. require the applicant to provide documentation of professional certifications and/or affiliations.

The department is responsible for submitting, to the UNT Human Resources Department, a completed 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 Chancellor

- d. 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.

- e. Sign-up and Orientation. Each new staff member is required to attend an orientation session held by the UNT Human Resources Department.
4. Employment Advertisements. The phrase “Equal Opportunity, Affirmative Action Employer” will be used in all employment advertisements. To ensure 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 UNT Human Resources Department before they are released for publication.
5. Disqualification of Applicants. The System 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 Assistant Vice President for UNT Human Resources.
6. Agency Fees. The System does not pay employment agency fees.
7. Contracts. No contracts for employment are authorized nor will such contracts be binding upon the System unless prior written approval is given by the Chancellor 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 System and used in evaluating applicants for employment in security sensitive positions.
  - a. 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 System which has been designated as a security sensitive area.
  - b. 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 UNT Human Resources Department concerning recruitment.

- c. All advertisements and notices released for security sensitive positions shall include the statement: "Security Sensitive Position."
  - d. 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 UNT Human Resources. Only UNT 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.
  - e. Upon selection of the best qualified candidate for the position, the candidate may be offered continued employment by the System contingent upon the evaluation of the criminal history record check. If the check produces a criminal record on the candidate, the Assistant Vice President for 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.
  - f. 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 UNT or UNT system-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 UNT or System 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 UNT or UNT System-owned vehicle.

