

The University of North Texas at Dallas Policy Manual	Chapter 5.000
5.014 Staff Employment	Human Resources

Policy Statement. The University of North Texas at Dallas strives to recruit and select qualified candidates that best support its mission, vision, and core values: virtue, civility, reasoning, and accountability. The University provides equal employment and advancement opportunities for all qualified individuals.

Application of Policy. This policy applies to all regular and temporary staff members.

Definitions.

1. **Regular Staff Member.** “Regular Staff Member” means an employee who is scheduled to work at least 20 hours per week for a period of at least 4 ½ months and is not employed in a position for which the employee is required to be a student as a condition of the employment.
2. **Temporary Staff Member.** “Temporary Staff Member” means an employee who is scheduled to work less than 4 ½ months in a financial year and is not a student employee.
3. **Security Sensitive Position.** “Security Sensitive Position” means any position in which the employee handles currency, has access to a computer terminal, has access to a master key, works with students, or works in an area of the University which has been designated as a security-sensitive area.
4. **At-Will Employment.** “At-Will Employment” means an employment relationship of indefinite duration that may be terminated by the University or by the employee at any time for no cause, except when a written employment agreement exists between the University and the employee that states otherwise.

Procedures and Responsibilities.

1. **Employment of Staff Members.** Recruiting, screening and selecting qualified applicants to fill staff positions are functions shared by both the employing department and the Human Resources Department.
 - 1.01. **Recruiting Applicants.** A department desiring to fill a vacant staff position must submit a written request to the Human Resources Department. The Human Resources Department is responsible for posting the position.

- 1.02. Job Advertisements. Job advertisements cannot indicate a preference, limitation, specification or discrimination based on race, color, religion, sex, age, national origin, disability, veteran status, or sexual orientation unless such a limitation is a bona fide occupational requirement. All job advertisements for staff personnel positions must be approved by the Equal Opportunity Coordinator or his or her designee before they are released for publication. Openings will be posted in places likely to attract a diverse pool of applicants.
- 1.03. Screening. Before an oral or written offer can be made to an applicant, the candidate must have an application on file and his or her qualifications must be reviewed by the Human Resources Department as meeting the minimum qualifications for the position. The hiring department will interview applicants based on experience, education, training, skills and references related to the qualifications of the position.
- 1.04. Disqualifications of Applicants. The University may disqualify any applicant who does not meet the minimum qualification requirements or who makes false representations on the application.
- 1.05. Employment offer. Before the hiring department can extend an offer of employment, the Human Resources Department must complete a review of the applicant pool and disposition of applicants provided by the hiring department.
- i. An official offer of employment must be extended by the head of the employing department or his or her designated representative and may not alter the at-will employment relationship.
 - ii. The hiring department cannot make a salary commitment to an applicant that deviates from the University compensation plan without prior, written approval of the Human Resources Director.
 - iii. Any offer of employment is contingent upon the satisfactory completion of a criminal history check for security sensitive positions, and validation of education or certification(s), if necessary.

Responsible Party: Human Resources and Hiring Departments

2. **New Hire Orientation.** Each new regular staff member is required to attend a new hire orientation session within 30 days of employment. Other staff members are required to meet with Human Resources within their first three days of employment.

Responsible Party: Human Resources and Hiring Departments

3. **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.

Responsible Party: Human Resources

4. **Work Authorization.** All offers of employment are contingent upon the applicant's ability to provide documentation that he or she is authorized to work in the United States.

Responsible Party: Human Resources

5. **Special Criteria for Security Sensitive Positions.** 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.

5.01 Upon selection, the candidate may be offered employment by the University contingent upon the evaluation of a criminal history record check. The criminal history background check authorization must be completed prior to the first day of employment. Failure to consent to a criminal history background check or any misrepresentation in a voluntary disclosure may result in revocation of an offer of employment or disqualification from further consideration for the position.

5.02 All criminal history information on applicants is 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.

Responsible Party: Human Resources and Hiring Departments

6. **Driver's License.** Applicants applying for positions that may require the employee to operate University-owned vehicles must hold, at their expense, an appropriate valid driver's license for the type of vehicle to be operated and must be insurable on the University automobile liability insurance policy. Failure to maintain a valid driver's license or safe driving record may be cause for termination from positions that require operation of a University-owned vehicle.

Responsible Party: Applicants and Employees

References and Cross-references.

CFR Title 41 Chapter 60

Immigration and Naturalization Act, as amended and Immigration Reform and Control Act of 1986

Texas Education Code §105.108 Contracts

Texas Education Code §51.215

Texas Government Code §411

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