

UR 33.99.14.H1: Criminal History Record Information – Employees and Applicants



Approved: December 15, 2008
Revised: November 4, 2012
Next Review: November 2014

Rule Statement

This rule outlines the procedures and responsibilities for Texas A&M University-Texarkana (A&M-Texarkana) to comply with System Regulation 33.99.14, Criminal History Record Information – Employees and Applicants.

Responsibilities and Process

1. All positions within A&M-Texarkana are considered “security sensitive” and all offers of employment are considered “conditional” pending receipt of an acceptable background check.
2. A&M-Texarkana’s Human Resources will be responsible for conducting all background checks and conducting analyses as required by System Regulation 33.99.14 Section 6.
3. Applicants who receive a conditional offer of employment and all current employees will complete a Background Check Disclosure Notice – Authorization Form. This form will be forwarded to the A&M-Texarkana Human Resources Office in accordance with instructions on the form and will be maintained in the individual’s Personnel File.
4. A&M-Texarkana Human Resources will review the results of the background check and recommend rejection of an applicant or termination of employment as applicable. If a department disagrees with this recommendation, a written request from the department to employ/continue employment may be submitted through administrative channels to the President or designee with a copy to A&M-Texarkana Human Resources. The President or designee will have final authority in such matters.
5. All criminal history information obtained during the background check will be destroyed in accordance with System Regulation 33.99.14 Section 3.
6. In accordance with System Regulation 33.99.14 Section 5.2, all employees must report to their supervisor, within 24 hours or at the earliest possible opportunity thereafter, any criminal arrests, criminal charges, or criminal convictions, excluding minor traffic citations punishable only by fine. The supervisor must report the arrest(s), criminal charge(s), or conviction(s) to the head of the department and the A&M-Texarkana Human Resources Office.
7. External applicants alleging unlawful discrimination in accordance with System Regulation 33.99.14 section 7.1 must present written data or documentation to the A&M-

Texarkana Human Resources/Equal Opportunity Director. Contact the A&M-Texarkana Director of Human Resources/Equal Opportunity Officer at 903-223-3012, or at 7101 University Ave., Suite 427, Texarkana, TX 75503.

Related Statutes, Policies, or Requirements

The A&M System Regulation 33.99.14, *Criminal History Record Information – Employees and Applicants* <http://policies.tamus.edu/33-99-14.pdf>

Contact Office

Office of Human Resources/EEO
903.223.3012

System Approvals*

Approved for Legal sufficiency:

Ray Bonilla
General Counsel

11/2/12

Date

Approved:

John Sharp
Chancellor

11/4/12

Date