

**THE TEXAS A&M UNIVERSITY SYSTEM
HEALTH SCIENCE CENTER RULES**

33.99.14.Z1 Criminal History Record Information-Employees and Applicants

Approved October 19, 2005

Revised December 6, 2006

Revised December 10, 2008

Reviewed August 17, 2011

Supplements System Regulations 33.99.01 and 33.99.14

1. GENERAL

- 1.1. Texas A&M University System Health Science Center (HSC) is committed to providing a safe working environment for its students and employees. It is imperative that individuals selected to fill security sensitive positions are carefully screened.
- 1.2. All positions within the HSC have been designated as security-sensitive. Criminal history record information checks will be required for finalists who are to be newly hired into all budgeted positions, as well as current employees applying for new positions. This policy applies to student worker and wage positions as well as volunteers.

2. PROCEDURES

- 2.1. Hiring departments shall assist job applicants in completing the Background Check Authorization Form and Disclosure Notice. The completed forms shall be submitted to the HSC Human Resource Office (HR Office) which is tasked with the responsibility for overseeing the criminal history record information checks. The information will be obtained from the Texas Department of Public Safety (DPS) database, or from other available sources, in accordance with System Regulations 33.99.01 and 33.99.14.
- 2.2. Offers of employment for positions or hiring actions that occur before criminal history record information checks are completed shall be conditional, contingent on receipt of acceptable screenings. Conditional offers must be documented using wording similar to that contained in a sample letter available on the HSC website.

2.3. The HR Office will inform the hiring department when criminal history record information is discovered. Applicants will be given instructions if they wish to challenge the accuracy of the criminal history record.

3. RESPONSIBILITIES

3.1 The HSC HR Office is responsible for:

- 3.1.1 Developing, maintaining, and issuing program procedures, instructions, and forms for use in the screening for criminal history information.
- 3.1.2 Accessing the DPS database, or other available sources, in accordance with System Regulation 33.99.14, to determine if criminal history record information exists on finalists.
- 3.1.3 Receiving results of criminal history record information checks and using appropriate safeguards to ensure confidentiality.
- 3.1.4 Giving instructions to applicants who wish to challenge the accuracy of criminal history information.
- 3.1.5 Informing the component HR liaison or designee of the results of criminal history record information checks. In cases in which criminal history record information is found, the HR Office will consult with the hiring department concerning the existence of criminal history record information and discuss the relevancy of the information as it relates to finalists.
- 3.1.6 Causing hiring certificates to be issued for positions where criminal history record information is found but the decision is made to proceed with the hire.
- 3.1.7 Properly accounting for costs involved in billing departments conducting criminal history record information checks.

3.2 The head of hiring departments or their designees, are responsible for:

- 3.2.1 Indicating in all advertisements that positions are security sensitive and notifying applicants that employment will be contingent on criminal history screening.
- 3.2.2 Providing the HR Office with a properly completed Background Check Authorization Form and Disclosure Notice for each finalist.
- 3.2.3 Providing candidates to be hired with conditional job offers when necessary.

- 3.2.4 Informing candidates when criminal history record information is found that was omitted from their employment application.
- 3.2.5 Deciding if final candidates with criminal history record information will be hired and requesting hiring certificates.
- 3.2.6 If appropriate, reimbursing or coordinating reimbursement to the HR Office for the costs incurred in conducting criminal history record information checks.

OFFICE OF RESPONSIBILITY

Vice President for Finance and Administration