

**MEMORANDUM**

June 30, 2006

To: Campus Community  
From: Peter Likins, President  
Subject: Approval of Employment-Related Policies

I have recently reviewed and approved the following policies. The full text of the policies is available at <http://policy.web.arizona.edu/>.

**Pre-Employment Screening Policy.** This policy originally adopted in March of 2005, has been revised to comply with ABOR policy 6-709, which requires criminal background checks for all finalists including fingerprint checks for finalists for security- and safety-sensitive positions and finalists who have been convicted of a felony. These revisions will be effective for hires occurring on or after August 1, 2006. Criminal background checks will be administered centrally through Human Resources. The fee for each criminal background check is \$58 and will be charged to the requesting department.

Revisions to the policy include:

- Name-based criminal checks to be conducted on all internal or external finalists for non-security- and safety-sensitive positions.
- Fingerprint-based criminal checks to be conducted on all internal or external finalists for security- and safety-sensitive positions and any finalist who has been convicted of a felony.
- Motor Vehicle Department checks to be conducted on all internal and external finalists.

*NOTE: Finalist is defined as any person in the group of individuals actually submitted to the hiring official for selection as a new hire or any employee of a university who seeks a transfer, a reclassification or a reassignment.*



**Criminal Offense Convictions of Current Employees Policy.** This policy was developed to comply with ABOR policy 6-709 which requires the universities to consider employment action upon learning of a current employee's criminal offense conviction. It is effective June 18, 2006, as an interim policy pending governance review.

**Ineligibility for Rehire Policy.** The policy allows the University to exclude from future employment consideration individuals who were terminated for cause or resigned in lieu of such termination from future University employment. This policy is effective June 18, 2006, on an interim basis pending governance review.

Questions related to the Pre-Employment Screening Policy may be directed to your Human Resources Employment Advisor. For questions related to the Criminal Offense Convictions of Current Employees Policy and the Ineligibility for Rehire Policy please contact your Human Resources Consultant.

PL/slh