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Policy Information

Effective Date:

June 1, 2006

Policy Number:

HR-406

Reference:

Classified Staff Human Resources Policy Manual 422.0

University Handbook for Appointed Personnel 206.17

Student Employment Manual 119.0

University Staff Manual 5-100

Responsible Unit:

Human Resources

Email:

hradmin@email.arizona.edu [1]

Policy

When the University learns that a current employee has been convicted of a criminal offense, either as a result of a criminal background check conducted when a current employee seeks a security- or safety-sensitive position, or through other means, the University will consider the following factors in determining continuing employment:

- The relevance of a criminal conviction to currently assigned job duties
- The nature and date of the offense
- If the offense was a felony and was committed when the employee was a minor, whether the employee was treated for purposes of prosecution as an adult
- If the employee has been pardoned or if the sentence has been commuted or reversed on appeal; and
- The employee's employment history since the commission of the felony

Departmental management will consult with Human Resources Consulting Services to assess the criminal offense, its impact on the employee's job, and the need for administering any employment action. In advising the department, Human Resources will consult with the Provost and General Counsel.

Documents related to criminal offense conviction assessment will be submitted to Human Resources for retention.

Criminal history record information is regarded as confidential and will be released only consistent with applicable law.

Related Information*

Arizona Board of Regents Policy 6-709. Mandatory Background Checks for Employees and Process for Hiring, Retaining, or Terminating Employees Convicted of a Felony Offense [2]

Revision History*

12/01/2023: Updated responsible unit email address.

03/01/2023: "Division of Human Resources" changed to "Human Resources."

Source URL:<https://policy.arizona.edu/human-resources/criminal-offense-convictions-policy>

Links

[1] <mailto:hradmin@email.arizona.edu> [2] <https://public.powerdms.com/ABOR/documents/1499304>