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 the Division of 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]

Source URL: http://policy.arizona.edu/human-resources/criminal-offense-convictions-policy

Links
[1] mailto:hradmin@email.arizona.edu