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 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