

Texas A&M AgriLife Extension Service Rules

33.99.14.X1 | Criminal History Record Information – Employees and Applicants



Reviewed: June 12, 2017

Next Scheduled Review: June 12, 2022

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RULE STATEMENT

This rule outlines the specific procedures and responsibilities for the Texas A&M AgriLife Extension Service (AgriLife Extension) to conduct background checks of employees and applicants so as to implement The Texas A&M University System (A&M System) Regulation 33.99.14, *Criminal History Record Information – Employees and Applicants*.

REASON FOR RULE

This rule is required by A&M System Regulation 33.99.14.

PROCEDURES & RESPONSIBILITIES

- 1.1 All positions within AgriLife Extension are considered “security sensitive,” and all offers of employment are considered “conditional” pending receipt of an acceptable background check.
- 1.2 Texas A&M AgriLife (AgriLife) Human Resources will be responsible for conducting all background checks, and conducting analyses as required by A&M System Regulation 33.99.14.
- 1.3 Applicants who receive a conditional offer of employment and—upon request—current employees, will complete an AG-473, *Background Check Disclosure Notice – Authorization Form*. This form will be forwarded to AgriLife Human Resources in accordance with instructions on the form, and will be maintained in the individual’s payroll file.
- 1.4 AgriLife Human Resources will review the results of the background check, and recommend rejection of an applicant or dismissal of an employee as applicable. If a department/unit disagrees with this recommendation, a written request from the department/unit to employ/continue employment may be submitted through administrative channels to the Director or designee with a copy to AgriLife Human Resources. The Director or designee will have final authority in such matters.
- 1.5 All criminal history information obtained during the background check will be destroyed in accordance with A&M System Regulation 33.99.14.
- 1.6 In accordance with A&M System Regulation 33.99.14, all employees must report to their supervisor, within 24 hours or at the earliest possible opportunity thereafter, any criminal arrests, criminal charges, or criminal convictions, excluding minor traffic citations punishable only by a fine. The supervisor must report the arrest(s), criminal charge(s), or conviction(s) to the head of the department/unit and AgriLife Human Resources.
- 1.7 An external applicant rejected for A&M System employment under A&M System Regulation 33.99.14 has no appeal unless the individual alleges unlawful discrimination, sexual harassment, and/or retaliation. Such appeals must be filed in accordance with A&M System Regulation 08.01.01, *Civil Rights Compliance*.

- 1.8 Employees can appeal action taken under A&M System Regulation 33.99.14 by following applicable provisions of A&M System Regulation 32.01.02, *Complaint and Appeal Process for Nonfaculty Employees*, or A&M System Regulation 08.01.01, and related rules or procedures.
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RELATED STATUTES, POLICIES, OR REQUIREMENTS

[A&M System Regulation 33.99.14, Criminal History Record Information – Employees and Applicants](#)

[A&M System Regulation 32.01.02, Complaint and Appeal Process for Nonfaculty Employees](#)

[A&M System Regulation 08.01.01, Civil Rights Compliance](#)

CONTACT OFFICE

For questions concerning this rule, contact AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

Approved: March 28, 2008

Revised: May 20, 2012

Reviewed: November 6, 2014

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