



## **POLICY MANUAL**

### **EMPLOYMENT**

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**Number 391**

**Subject: Employment of Convicted Felons**

**Covered Employees: University Employees**

**Date of Origin: January 24, 1997**

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#### **391.1 POLICY**

It is the policy of the University to base hiring decisions on job-related criteria. The University reserves the right to determine the criminal background record of any applicant and to deny employment based on that record for job-related reasons and/or risks to University employees, students, or property.

The Office of Human Resources may be consulted for advice in cases where an individual may be denied employment based on a criminal record.