

Policies of the University of North Texas System Administration	Chapter 03
03.204 Employment of Personnel	Human Resources

Policy Statement. The University of North Texas System Administration (System Administration) ensures a fair and equitable employment process. The System Administration strives to fill positions with the best internal or external candidate. Employment practices will comply with Federal and State employment laws and regulations and internal policies. The System Administration does not discriminate against any employee or any applicant in accordance with System Administration Policy, Prohibition of Discrimination, Harassment, and Related Retaliation.

Application. All employees.

Definitions.

1. **Employment Preference.** “Employment preference” means a preference in employment over other applicants for the same position who do not have a greater qualification.
2. **Former Foster Youth.** “Former foster youth” means a person who was in the permanent managing conservatorship of the Texas Department of Family and Protective Services on the day preceding the individual's eighteenth (18th) birthday.
3. **Hourly Non-Student Appointment.** “Hourly non-student appointment” means temporary hourly jobs filled by individuals who are not attending degree-seeking classes. Hourly non-student appointments are limited to no more than nineteen (19) hours per week, if employed on a continuing basis, or if appointed for twenty (20) hours per week or more, to no more than four (4) months duration during the course of one fiscal year.
4. **Independent Contractor.** “Independent contractor” means an individual who controls the means and methods by which a job is performed.
5. **Regular Staff.** “Regular staff” means an employee who is scheduled to work at least twenty (20) hours per week for a period of at least 4 ½ months and is not employed in a position for which the employee is required to be a student as a condition of employment.
6. **Security-Sensitive Position.** “Security-Sensitive Position” means any position where the employee is required to handle currency on behalf of the System Administration, work in a location designated as security-sensitive, has access to System Administration computer and information resources, has access to the personal information of another person, has access to financial information, has access to a master key, or is designated by the System

Administration as security-sensitive. All positions with direct interaction with students or in proximity to or working with minors are considered Security-Sensitive for purposes of this policy. The employing department and Human Resources shall identify Security-Sensitive Positions.

7. Student Appointment. "Student appointment" means temporary jobs filled by students of UNT System institutions who are enrolled in classes on a continuing basis for more than six semester hours, or who are between their regular terms of enrollment.
8. Transfer. "Transfer" means the lateral movement of a staff member from one position to another position in the same or another job classification assigned to the same salary range.
9. Veteran. "Veteran" means a person who has served in the United States Army, Navy, Air Force, Coast Guard, or Marine Corps or the United States Public Health Service under 42 U.S.C. Section 201 et seq., as amended; the Texas military forces as defined by Texas Government Code Section 437.001; or an auxiliary service of one of those branches of the armed forces; and has been honorably discharged from the branch of the service in which the person served.

Procedures and Responsibilities.

I. Postings

All job postings will be open for a minimum of five (5) business days to build a well-qualified and diverse candidate pool. All job postings should reflect the duties and qualifications of the approved job description.

II. Special Provisions

A. Former Foster Youth

An individual qualifies for an employment preference over other applicants for the same position who do not have a greater qualification if the candidate is a former foster youth. An individual is entitled to an employment preference only if the individual is twenty-five (25) years of age or younger (day before turning twenty-six (26)).

The employing department and Human Resources will ensure that former foster youth are given preference under this policy

B. Veterans

An individual who qualifies for a veteran's employment preference is entitled to a

preference in employment over other applicants for the same position who do not have a greater qualification. Preference will be in the following order:

1. A veteran with a disability;
2. A veteran;
3. A veteran's surviving spouse who has not remarried; and
4. An orphan of a veteran if the veteran was killed while on active duty.

The employing authority in each department and Human Resources will ensure that veterans are given preference under this policy.

C. Minors

1. Minors 14 to 15 Years Old. A minor younger than fourteen (14) shall not be employed. A minor who is fourteen (14) or fifteen (15) years old may be employed in any occupation except those declared hazardous by the U.S. Secretary of Labor for their age group, as long as the employment does not interfere with their schooling or their health and well-being. Examples of hazardous occupations include, but are not limited to: operation of power-driven machinery, operation of motor vehicles, work requiring the use of ladders or scaffolds, work in freezers or meat coolers, loading and unloading of goods, and work on construction sites. In addition, the minor may not be employed during school hours; between 7:00 p.m. and 7:00 a.m. except during the summer (between June 1 and Labor Day) when the individual may work until 9:00 p.m.; more than three (3) hours a day on school days; more than eighteen (18) hours a week during school weeks; more than eight (8) hours a day on non-school days; or more than forty (40) hours a week during non-school weeks.

2. Minors 16 to 17 Years Old. Minors who are sixteen (16) or seventeen (17) years old may be employed during school hours for any number of hours and during any period of time, except in occupations which have been declared hazardous by the U.S. Secretary of Labor.

3. Certificates of Age and Parental Consent. To comply with the Fair Labor Standards Act, the department must obtain proof of age for all employees under the age of 18. Documents accepted as proof of age are: a birth certificate, an attested transcript of birth, a signed statement issued by the registrar of vital statistics for births in the area, a baptism record, a family bible record, a passport, a certificate of arrival in the United States, or certain school records accompanied by a physician's certificate. To comply with state employment law, consent of the parent or adult having custody of a minor under the age of eighteen (18) is required before the minor may be employed. Such consent should be requested

in writing, and maintained on file by Human Resources.

D. Student Employment

Individuals employed in student appointments have the following limitations:

1. General student employees may work up to twenty-five (25) hours per week, including between semesters and during summer.
2. College work study student employees may work up to twenty (20) hours per week. A student employed in a work-study position is classified as such as long as the work-study funds are being utilized.
3. International student employees, whether classified as a general student employee or not, are limited to twenty (20) hours per week and are also subject to the terms and conditions of their visa.

Hiring departments must ensure student employees do not exceed the maximum number of hours specified by this policy. Regardless of the type of student appointment, hiring departments must ensure compliance with the recordkeeping, scheduling limitations during class hours, and other provisions of Title IV of the Higher Education Act.

III. Reinstatement or Reemployment.

Former employees may be reinstated or reemployed to fill vacancies. Employees reinstated without a break in service may have benefits immediately restored. Employees reinstated after a break in service will have benefits restored as defined by current policy. Service credits accrued at the time of separation will be restored.

IV. Employment Advertisements

The System Administration Equal Opportunity Statement, which is maintained by Human Resources, must be included in all advertisements. All external advertisements, inclusive of social media, must be approved by Human Resources.

Responsible party: Hiring Departments

V. Contracts

No contracts for employment are authorized nor will such contracts be binding unless prior written approval is given by the Chancellor or Board of Regents, as applicable.

VI. Independent Contractors

The UNT System Tax Director determines if an individual should be paid as an independent contractor in accordance with the Internal Revenue Service rules or as an employee.

VII. Security-Sensitive Jobs

Jobs that are considered security-sensitive must have contingent offers based on successful results of a background check, in accordance with the System Administration Criminal History policy.

Responsible Party: Hiring Department and Human Resources

References and Cross-References.

20 USC 28, Subchapter IV

Texas Government Code, Section 656.024

Texas Government Code Sec. 2308.251

Texas Government Code Sec. 657.002

System Administration Policy 03.209, Reduction in Force

System Administration Policy 03.608, Military Leave (Extended) Reinstatement of Veterans

System Administration Policy 03.501, Classification of Jobs

System Administration Policy 03.213, Criminal History Background Checks

System Administration Policy 03.901, Prohibition of Discrimination, Harassment, and Related Retaliation

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