

 [Home](#) < [Policies, Employee and Labor Relations](#) <  
[Personnel Policies for Staff Members](#)

## Personnel Policies for Staff Members

### Employment

#### 21. Appointment January 29, 2007

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##### A. SELECTION

The individual who, in the judgment of the hiring authority, possesses the qualifications required to perform the duties of the position most effectively is to be selected for the position. The hiring authority shall give due consideration to providing promotional opportunities to University employees.

##### B. PREFERENCE FOR REEMPLOYMENT OR TRANSFER

Professional and support staff applicants with preference for reemployment who appear to meet the requirements of the position shall be referred to the hiring department for first consideration (see Staff Policy 60.F., Reemployment from Indefinite Layoff, and Staff Policy 81.D. Special Selection)..

##### C. EMPLOYEE APPLICANTS

With reasonable notice, an employee shall be granted reasonable time off with pay to interview for University positions.

##### D. SELECTION PROCEDURES

Selection methods and criteria shall be job related.

The Chancellor shall designate those departments and positions for which medical examinations shall be required of all persons prior to entrance to duty. The University shall bear the cost of the medical examinations.

Candidates for employment and employees shall not be required to take a polygraph test as a condition of obtaining employment.

##### E. BACKGROUND CHECKS

To ensure that individuals are selected who possess the qualifications to perform the

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duties of the position most effectively and who are best able to serve the University's interests, the University requires job-related background information on final candidates for critical positions and employees who are promoted, reclassified, or transferred into critical positions. Background checks may include but will not necessarily be limited to confirmation of an individual's identity, review of an individual's criminal conviction record, if any, or verification of any license, certificate, or degree required for appointment. The Chancellor shall designate certain positions as critical in accordance with guidelines established by the Office of the President

Appointment to or continued employment in a critical position is contingent upon successful completion of a background check. Except for fingerprinting, a background check is completed prior to appointing a person to a critical position. A background check that includes fingerprinting may be completed after appointment, and the results shall be used to assess the employee's suitability for continued University employment.

Employment and educational reference checks normally are conducted for all positions including critical positions.

#### **F. CITIZENSHIP AND IMMIGRATION REQUIREMENTS**

Under Federal law, the University of California may employ only individuals who are legally eligible to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.

Nonimmigrant aliens authorized to work in the U.S., including student employees, must have or agree to acquire minimum health insurance coverage. (See Group Insurance and Health Plan Regulations available in departments and the Human Resources Office.)

#### **G. NEAR RELATIVES**

Subject to the Chancellor's approval, the employment of near relatives in the same department may be permitted when such concurrent employment would be in the best interests of the University. For the purpose of this policy, a near relative is defined as a spouse, domestic partner, parent, child (including the child of a domestic partner), or sibling. In-laws and step-relatives in the relationships listed, including relatives of the domestic partner who would be covered if the domestic partner were the employee's spouse, are also defined as near relatives.

**Applicability:**

**Section B: Employees and applicants for  
Professional and Support Staff positions  
Sections A, C-G: Employees and applicants for  
all staff positions.**

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