



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.024 Employment of Staff Employees

I. Policy Statement

The University of North Texas (UNT) is committed to fill staff positions with the most qualified and best suited candidate for the position through promotion, transfer, or by hiring from outside of the University. In adherence with applicable laws and University policies, UNT prohibits discrimination in employment practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law. All appointments to University positions must be the result of selection decisions based on lawful, job-related, and non-discriminative criteria and in keeping with the University's Prohibition of Discrimination, Harassment, and Retaliation policy; Federal and State employment laws; and University regulations.

II. Application of Policy

Staff and Non-Student Hourly Employees

III. Policy Definitions

A. Designated Hiring Department

“Designated Hiring Department,” in this policy, means a University department or UNT System Administration department that performs human resource functions with respect to hiring. The designated hiring departments are Human Resources Department, Risk Management Services, the Office of the Provost, and the Career Center.

B. Employment Preference

“Employment preference,” in this policy, means a preference in employment over other applicants for the same position who do not have a greater qualification.

C. Former Foster Youth

“Former foster youth,” in this policy, 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.

D. Hourly Non-Student Appointment

“Hourly non-student appointment,” in this policy, means temporary hourly positions 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.

E. Independent Contractor

“Independent contractor,” in this policy, means an individual who controls the means and methods by which a job is performed.

F. Staff

“Staff,” in this policy, means an employee who is employed full-time or part-time and is not employed in a faculty appointment or a position for which the employee is required to be a student as a condition of employment.

G. Security-Sensitive Position

“Security-Sensitive Position,” in this policy, means any position where the employee is required to handle currency on behalf of the University of North Texas, work in a location designated as security-sensitive, has access to UNT 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 University of North Texas as security-sensitive. All positions with direct interaction with students or in proximity to or working with minors are security-sensitive for purposes of this policy. The employing department and Human Resources must identify Security- Sensitive Positions.

H. Transfer

“Transfer,” in this policy, 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.

I. University Business Days

“University Business Day,” in this policy, means Monday through Friday during regular University business hours (8:00 a.m. to 5:00 p.m.).

J. Veteran

“Veteran,” in this policy, means a person who has served:

1. in the Army, Navy, Air Force, Coast Guard, Marine Corps, or Space Force of the United States;
2. as a full-time duty commissioned officer of either the United States Public Health Service or National Oceanic and Atmospheric Administration under [38 U.S.C. Section 101 et seq., as amended](#)
3. the Texas military forces as defined by [Section 437.001](#); or
4. an auxiliary service of one of those branches of the armed forces; and
5. has been honorably discharged from the branch of the service in which the person served.

IV. Policy Responsibilities

A. Postings

All staff and non-student hourly jobs require posting, and the postings must be open for a minimum of five (5) university 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.

B. Selection

The selection process is administered by the hiring manager following the procedures and guidelines published by Human Resources. The hiring manager is responsible for selecting a qualified applicant in accordance with these procedures and guidelines, and with the university equal opportunity and other applicable policies.

C. Special Provisions

1. 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, i.e., the day before turning twenty-six (26).

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

2. 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:

- a. a veteran with a disability;
- b. a veteran without a disability;
- c. a veteran's surviving spouse who has not remarried; and
- d. an orphan of a veteran if the veteran was killed while on active duty.

The designated hiring department and Human Resources will ensure that veterans are given preference under this policy.

3. Minors

a. Minors 14 to 15 Years Old

A minor younger than fourteen (14) must 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.

b. 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.

c. 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 eighteen (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. 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.

E. Employment Advertisements

The University of North Texas 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.

F. Contracts

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

G. 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.

H. Security-Sensitive Jobs

Jobs that are considered security-sensitive must have contingent offers based on successful results of a background check, in accordance with [UNT Policy 05.006 Criminal History Background Checks](#).

I. Records Retention

Departments must retain all records of recruitment and selection activity in accordance with [UNT Policy 04.008, Records Management and Retention](#). Records include, but are not limited to, position requirements, applicant qualifications, interview documents, and reasons for the hiring or rejection of applicants.

V. References and Cross-References

- [20 U.S.C. Chapter 8 – Fair Labor Standards Act](#)
- [38 U.S.C. § 101](#)
- [Texas Government Code § 437.001](#)
- [Texas Government Code § 656.024](#)
- [Texas Government Code § 657.002](#)
- [Texas Government Code § 2308.251](#)
- [UNT Policy 04.008, Records Management and Retention](#)
- [UNT Policy 05.006, Criminal History Background Checks](#)
- [UNT Policy 05.027, Reduction in Force](#)
- [UNT Policy 05.037, Classification of Jobs](#)
- [UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation](#)

VI. Revision History

Policy Contact:	Asst VC & Chief HR Officer
Approved Date:	08/01/1978
Effective Date:	08/01/1978
Revisions:	08/1995, 09/1999, 08/2003, 02/02/2021, 08/16/2023