

# Legal Statements and Policies for Applicants

---

## Equal Employment Opportunity / Affirmative Action Employer

The entities of the [Texas Tech University System are Equal Opportunity Employers](#) and employ without regard to sex, race, color, national origin, religion, age, disability, genetic information, sexual orientation, status as a disabled or Vietnam era veteran, or other protected classes. Texas Tech Health Sciences Center is committed to the Affirmative Action Program in compliance with all government requirements to ensure nondiscrimination.

---

## Safe Campus Commitment, Title IX of the Education Amendment Act of 1972

Members of the Texas Tech University Health Sciences Center (TTUHSC) community of students, faculty and staff, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Texas Tech University Health Sciences Center is in compliance with federal and state laws, including but not limited to of the Education Amendment Act of 1972, the [Clery Act](#), Violence Against Women Act (VAWA), and the SaVE Act. [Refer to Title IX website](#).

On October 20, 2014, the U.S. Department of Education published the final regulations for the Violence Against Women Act (VAWA) amendments to the Clery Act. The regulations, which went into effect on July 1, 2015, expand the rights afforded to victims of sexual assault, domestic violence, dating violence and stalking. The Campus SaVE Act Amended the Clery Act to mandate extensive "primary prevention and awareness programs" regarding sexual misconduct related offenses.

---

## E-Verify Notice

After accepting employment, new hires are required to complete an I-9 form and present documentation of their identity and eligibility to work in the United States—*on or before the first day of employment*. Effective September 1, 2015, Texas Tech University Health Sciences Center migrated to the federal E-Verify system to confirm identity and work authorization.

---

## Requesting an Accommodation during the Application / Selection Process

Texas Tech University Health Sciences Center is committed to equal employment opportunity and non-discrimination as outlined in the [Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act](#) (ADA). Texas Tech University Health Sciences Center ensures full right of access for persons with disabilities to all terms and conditions of employment, service programs and

activities. Employees and applicants will be treated on the basis of their ability to perform essential job functions, with or without reasonable accommodation. To obtain additional information or if an accommodation is needed throughout the application and hiring process, please inform the appropriate Human Resources office.

---

## **Preferences:**

### **Veteran's Preference Information**

Texas Tech University System and its components will comply with applicable state ([Texas Government Code section 657.007](#)) and federal statutes regarding the employment of veterans. In this section, "veteran" means an individual who served in the army, navy, air force, Marine Corps, or coast guard of the United States or in an auxiliary service of one of those branches of the armed forces. By law, veterans who are disabled or who served on active duty in the armed forces during certain specified periods or in military campaigns are generally entitled to preference over non-veterans, who do not have greater qualifications, both in Federal hiring practices and in retention during reductions in force.

A veteran's surviving spouse who has not remarried or an orphan of a veteran also may qualify for veteran's employment preference if the veteran was killed while on active duty; the veteran served during a national emergency declared in accordance with federal law; and the spouse or orphan is competent.

Veteran preference laws do not guarantee veterans a job, nor do they give veterans preference in internal agency actions such as promotion, transfer, reassignment, and reinstatement. Applicants (both internal and external) who qualify to receive the preference must complete and submit the [Veteran Status / Veteran's Employment Preference Form](#) and provide a copy of their service discharge form (DD214) or other separation documentation and, if applicable, a DD1300, death, birth and/or marriage certificates.

### **Orphan Preference**

[Texas Government Code Section 672.001](#), states an employment preference must be extended to an applicant that is 25 years of age or under and was under the permanent managing conservatorship of the DFPS as a foster child on the day preceding their 18th birthday. Such preference is to be granted over other applicants who do not have a greater qualification. To claim preference, verifying documentation must be submitted to the HR office.

### **Reduction in Force Rehire Preference**

Special consideration for reemployment will be given to employees separated due to a reduction in force. If the employee is qualified for a vacancy, a hiring department which has a vacant position may consider that employee without recruiting for the position and/or interviewing other candidates. The employee must have been separated under this policy within the preceding six (6) months to utilize these re-hiring procedures. An administrator

who is considering hiring an employee who has been separated as a result of a reduction in force within the preceding six (6) months must notify and receive approval from Human Resources prior to any employment action. [HSC OP 70.23](#)

---

## **Background Check and Credit Check**

As a condition of employment, Texas Tech University Health Sciences Center requires pre-employment background checks on all new employees. Current employees, who are selected for promotion or transfer including direct appointments, require background checks prior to the promotion or transfer becoming effective. Credit checks are conducted if a position requires cash handling or institutional asset management. Any candidate who is not eligible for hire as a result of the background check or credit check will be notified per the **Fair Credit Reporting Act** (FCRA) guidelines.

---

## **Eligibility for Employment**

If you are a citizen or national of the U.S. or a lawful Permanent Resident, you are eligible for employment with Texas Tech University System and its components.

If you are an alien (not a citizen or national of the U.S. or lawful Permanent Resident), your eligibility for employment is dependent upon your immigration status.

Any offer of employment is contingent upon a new hire employee completing the Immigration and Naturalization Service Employment Eligibility Verification (Form I-9) and providing documents to verify your identity and employment eligibility as required by law. When completing the Form I-9, you will be required to attest that you are a citizen or national of the U.S., a lawful Permanent Resident or an alien authorized to work. For additional information regarding Form I-9 documentation, please contact Human Resources.

---

## **U.S.A. Patriot Act**

Texas Tech is committed to safeguarding its students and employees and eliminating any opportunities for an international terrorist to take advantage of Texas Tech research facilities.

The TTUHSC Vice President for Research identifies campus research facilities where biological agents, toxins or delivery systems identified by the USA Patriot Act are used.

***Research laboratory directors identify positions that are involved in working with these biological agents, toxins or delivery systems.***

Applicants complete employment applications on-line that include questions regarding eligibility to handle select biological agents or toxins.

Applicants who answer any of the questions affirmatively are immediately eliminated from consideration for the USA Patriot Act restricted position.

Applicants must pass a Department of Justice "Security Clearance" review before they are hired and permitted to work in a lab where a select agent(s) is used.

---

## Transcripts

For positions requiring a degree or a high school diploma or equivalent, a copy of a transcript from the institution where the highest level of education was achieved may be required at time of hire.

---

## E-sign Disclosure: Use of Electronic Records and Signatures

This disclosure is being provided to you pursuant to the federal **Electronic Signatures in Global and National Commerce Act** ("E-Sign Act") codified at 15 USC § 7001 and applicable state law. The E-Sign Act requires certain disclosures be made to consumers prior to their use of electronic signatures. Accordingly, please review the following disclosures carefully:

**Consent:** If you are a consumer being asked to electronically consent to an employment application, your electronic consent shall apply to 1) receiving applicable disclosures and notifications in an electronic form, and 2) using electronic means to sign documents such as employment applications and other electronic documents associated with your recruitment, employment or other business of the requesting organization. If you do not wish to consent to the use of electronic documents, records and signatures, Texas Tech System and its components will not be able to accept your application.

**Hard Copies:** Following your acceptance by electronic signature and submission of an employment application, you will have the opportunity to view and print a .pdf version of the document(s) that you have e-signed and submitted.

**Withdrawing Consent:** Once you have consented to the use of electronic documents, records and signatures, you may withdraw your continuing consent by notifying the appropriate Human Resources Department for assistance withdrawing your employment application.

---

## Social Security Number Requirements

Section 7 of the **Privacy Act of 1974** (5 U.S.C.552a) requires that when any Federal, State or local government agency requests an individual to disclose his/her social security number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it.

Accordingly, employees are advised that an employee's social security number (SSN) is required as a condition for employment within The Texas Tech System and its components, in

view of the practical administrative difficulties which would be encountered in maintaining adequate employee records without the continued use of the SSN.

For applicants applying through [Employment Opportunities](#) that do not wish to disclose their SSN, please contact TTUHSC HR (806-743-2865) to receive an alternate unique number that can be used within our system for tracking purposes. This is a number that should only be used within the online application system, [Employment Opportunities](#).

---

## **Selective Service Requirements**

The University is required by law to verify that new employees, who are required to register, have registered with Selective Service under the requirements established by the federal government and administered through the Selective Service System.

**Who is Eligible?** Male U.S. citizens and male aliens living in the U.S., who are 18-25 years of age, are required to register with the U.S. Selective Service System. Lawful non-immigrants on visas are NOT required to register including men on student or visitor visas. Legal permanent residents ARE required to register. For a complete listing of who is required to register, please reference the [Who Must Register Chart](#) to view a chart on who must register.

**How to Register?** If you are not registered as required, you are presently not eligible to be hired and should register promptly. Eligible individuals may register on-line at [How to Register](#), at any U.S. Post Office, by mail, or during the application process for Federal Student Financial Aid (FAFAS). Men living overseas may register at any U.S. Embassy or consular office.

Should any question arise regarding your registration or eligibility for an exemption, you may request an official "status information" letter from the Selective Service System by calling 847-688-6888 or by sending a written request to the Selective Service System at P.O. Box 94638, Palatine, IL 60094-4638.

Under [HB 558](#), enacted by the 76th Texas State Legislature, if you are currently of the age and gender requiring registration with Selective Service, but knowingly and willfully fail to do so, you are ineligible for employment with an agency in any branch of Texas state government. Any offer of employment is contingent on your compliance with Selective Service law.

---

## **Voluntary Demographic Information**

Texas Tech is required to analyze activity regarding equal employment opportunity and affirmative action. Responding to the requested voluntary demographic information is voluntary and will not be used to determine your employment eligibility.

---

## **Institutional Policies**

To learn more, please review the [HSC operating policies and procedures](#) related to employment at Texas Tech University Health Sciences Center.

---

## **Campus Security Policy and Crime Statistics Report: Clery Act, Violence Against Women Act, SaVE Act**

Pursuant to the federal law identified as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”, all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to review online the [Campus Security and Crime Statistics Report](#)) or request and receive a copy of the Annual Campus Security Policy and Campus Crime Statistics Report by contacting the Texas Tech Police Department at 806-742-3931 or via e-mail at [police@ttu.edu](mailto:police@ttu.edu).

On October 20, 2014, the U.S. Department of Education published the final regulations for the Violence Against Women Act (VAWA) amendments to the Clery Act. The regulations, which went into effect on July 1, 2015, expand the rights afforded to victims of sexual assault, domestic violence, dating violence and stalking. The Campus SaVE Act Amended the Clery Act to mandate extensive "primary prevention and awareness programs" regarding sexual misconduct and related offenses.

Texas Tech University Health Sciences Center is in compliance with federal and state laws, including but not limited to the [Clery Act](#), Violence Against Women Act (VAWA), and the SaVE Act.

**[CONTACT HR](#)**