



Definition

Covered employees: All contractors and suppliers, and their agents or employees who have or will have continuing duties related to the service to be performed at the University of Texas Health Science Center San Antonio (HSC) and have or will have direct contact with HSC employees, patients or students (“HSC community”). HSC will be the final arbiter of what constitutes direct contact.

Disqualifying Offense

All Jobs

- A felony conviction or pending felony case involving any of the following:
Offenses against the Person (Title V of the *Texas Penal Code* (includes murder, capital murder, manslaughter, unlawful restraint, kidnapping, aggravated kidnapping, smuggling of persons, trafficking of persons, sexual offenses, assaultive offenses); offenses involving violence; an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; offenses involving the possession, transfer, sale, or distribution of or conspiracy to possess, transfer, sell, or distribute a controlled substance, as defined by Chapter 481, Texas Health and Safety Code, or by 21 U.S.C. Section 801 et seq.; offenses involving weapons; offenses against property such as *Texas Penal Code*, Chapters 28 (Arson, Criminal Mischief, and Other property Damage or Destruction), 29 (Robbery), 30 (Burglary and Criminal Trespass), and 31 (Theft).
- A misdemeanor conviction or pending case within the last 7 full calendar years of the date of assignment as a covered employee involving any of the following:
 - Assaultive offenses punishable as a Class A misdemeanor,
 - Drug offenses punishable as a Class A misdemeanor,
 - Weapons, or Theft.
- Any conviction, deferred adjudication or pending case for an offense that would require the individual to register as a sex offender.
- An equivalent offense to any of those above under federal law or the laws of another state.

Jobs Involving Equipment Operation

- A felony conviction or pending felony case involving operation of a motor vehicle and drugs or alcohol.
- A misdemeanor conviction or pending misdemeanor case within the last 7 full calendar years of the date of assignment as a covered employee involving operation of a motor vehicle and drugs or alcohol.

Jobs Involving Chemicals

- Offenses Involving Crimes against the U.S. Government or Damage to the Environment.

Required Criminal Background Information: Contractor will at a minimum, perform a criminal background search to obtain criminal background information within the last 7 full calendar years of the date of assignment as a covered employee. Contractor will at a minimum perform:

- A social security number trace/ID trace,
- A Texas DPS Statewide Criminal Records Database search, or
- For each individual who has resided outside Texas, a database search of the applicable jurisdiction.

On behalf of _____ (“Contractor”), I certify that [check one]

None of the Contractor’s employees are *covered employees*, as defined above.

Or

Some or all of Contractor’s employees are *covered employees*. If this box is selected, I further certify that:

- (1) Contractor has obtained all required criminal record information, through FC Background, regarding its covered employees. None of the covered employees has a disqualifying offense. Contractor has taken reasonable steps to ensure that its employees who are not covered employees do not have continuing duties related to the contract services or direct contact with HSC community.
- (2) If Contractor receives information that a covered employee has a disqualifying offense, Contractor will immediately remove the covered employee from contract duties and notify HSC in writing within three (3) business days.
- (3) Upon request, Contractor will make available for HSC’s inspection the criminal background information of any covered employee. If HSC objects to the assignment of a covered employee for any reason, Contractor agrees to discontinue using that covered employee to provide services at HSC.
- (4) Noncompliance by Contractor with this certification may be grounds for contract termination.

Company Name

Address, City, State, Zip

Phone No

Fax No

Submitter’s Name & Title

Email

Submitter’s Signature & Date