

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 3 - Administrative Affairs**

**3-4003 Employee Security Checks and Screenings**

This regulation specifies the protocols and responsibilities in conducting security checks on Administrative and Professional (A&P), University Support Personnel System (USPS), Executive Service (ES), Faculty and Other Personnel Services (OPS) job candidate(s) to whom an offer of employment has been extended but employment has not yet begun. Security checks on volunteers are also required in certain situations. Security background checks involving current employees are also addressed. This regulation supplements the employment and education verification process performed in support of NCF's hiring process.

(1) Requirement for Security Background Checks

(a) A&P, USPS, ES, Faculty and OPS Job Candidates. Security background checks will be conducted on all A&P, USPS, ES, Faculty and OPS job candidate(s) to whom an offer of employment has been made. The post offer, pre-employment background check will include:

1. Name and address verification.
2. Social Security Number verification.
3. Potential criminal history through fingerprint search (state and national).

(b) Designated Positions of Special Trust. A security background check shall apply to current employees in designated positions of special trust and accepted volunteers in positions whose duties may include one or more of the following:

1. Directly working with minors or children attending any district school system or university lab school as defined in Chapter 1012.32, Florida Statutes.
2. Access to cash, credit card numbers and/or checks.
3. Access to campus buildings as a result of being assigned building master keys that remain in the employee's possession while off-duty.
4. Ability to complete final processing of payroll, investments or purchase orders.
5. Ability to access underlying codes or processing protocol supporting NCF ERP computer systems applications or complete final processing of ERP security access transactions.

(2) Driver's License Verification. A security background check to verify that a candidate possesses a valid driver's license and verification of the candidate's driving history will be performed on candidates offered positions whose duties include, but are not limited to, operating licensed motor vehicles owned by NCF at least one time per week. Driver's license and driving record checks may be performed annually at the discretion of NCF management.

(3) Grounds for Denying Employment. If the security background check reveals any felony or first degree misdemeanor convictions or adverse driving history (where applicable), the following factors

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will be considered to determine whether the convictions are grounds for denying employment or acceptance as a volunteer:

- (a) The nature and gravity of the offense.
  - (b) The time period that has lapsed since the conviction.
  - (c) The nature of the position being considered.
  - (d) Other statutory requirements.
- (4) **Responsibility of Current Employees.** Current employees and volunteers shall notify NCF management of any felony or first degree misdemeanor of which they are convicted or, if applicable to their position, if their driver's licenses is suspended subsequent to their employment or volunteer work with NCF. Such notification must be made within three (3) working days of the conviction or driver's license suspension. Factors identified in Section (3) will be considered in determining the individual's continued employment disposition.
- (5) **Background Checks of Current Employees.** In addition to requirements noted in Section (1)(b), a security background check may be conducted on a current employee if NCF management has reason to believe an employee falsified his or her employment application, or for other justifiable reasons. Except for ongoing police investigations, the Department of Human Resources will be responsible for conducting any security background checks on current employees. Should a security background check reveal any felony or first degree misdemeanor convictions not previously divulged by an employee/volunteer, Human Resources will consult with the appropriate department regarding the individual's continued employment disposition.
- (6) **Applicable Collective Bargaining Agreements.** This regulation applies to all NCF employees and volunteers, provided, however that its application is subject to the terms and conditions of any existing applicable collective bargaining agreements in the case of employees who are members of a duly recognized collective bargaining unit.
- (7) **Review and Responsibility.** The Director of Human Resources shall be responsible for implementing this regulation.

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001*

*History: Adopted 11-05-05; Revised 09-11-10, 03-11-17 (technical amendment)*