


PROCEDURE

Subject	Background Screening	Number: 2.57.01
Source	Human Resources	Reference (Rule #) 6HX14-2.57
President's Approval/Date:	 9/7/23	

PURPOSE:

State College of Florida, Manatee-Sarasota shall require background screening for designated employees, students, volunteers and contracted staff to support its goal to provide a professional and safe learning environment for students, staff and community members using its facilities and services.

I. Definitions:

Employee:

New Personnel – “New Personnel” is defined as any person, whether an external applicant or current employee of State College of Florida, Manatee-Sarasota, who is offered employment to fill a vacancy for a regular full/part-time position or temporary instructional or non-instructional position.

Temporary Instructional Staff – Teaching faculty, also called “adjunct faculty”, who are hired on an “as needed” basis by semester or part of term. These also include “extended adjunct” positions.

Temporary Non-instructional Staff - Temporary non-instructional employees in non-teaching positions who are hired on an “as needed” basis from time-to-time.

Positions of “special trust or responsibility” or in “sensitive locations” – Positions specifically designated in programs dedicated to working with minors, persons with disabilities, and/or the elderly; those who handle money, and have primary responsibility for the finances of the College; safety/security positions; human resources positions; Collegiate School positions; positions working with dual enrolled students; positions with extensive access to College property and/or hazardous materials; and/or others as designated by the President, or designee.

Contracted Personnel:

Contractors/sub-contractors – Persons providing services to the College

Contracted Staffing Agency Personnel – Temporary staff hired by one of the College’s contracted staffing agencies.

Volunteers:

Persons providing volunteer services to the College.

Student Assistant:

Students who work in areas where they are exposed to primarily minors such as; SCF Collegiate School (SCFCS), Summer Spectrum, sports camps or others as deemed necessary.

II. Procedure

New Personnel will undergo a level 1 background screening. New Personnel in Positions of special trust as designated by the President and/or designee are subject to level 2 background screening.

Temporary Instructional Staff and Temporary Non-Instructional Staff are required to complete a level 1 or 2 background screening as applicable, if two or more years have lapsed since their most recent employment at SCF.

Contractors/Subcontractors, and Staffing Agencies providing Contracted Personnel, as defined above, are required to complete the appropriate background screenings for personnel prior to placement at SCF.

Volunteers and Student Assistants are subject to a Level 1 screening. If the volunteer or student assistant is in a position of special trust as designated by the President and/or designee, they are subject to level 2 background screening.

The College may provide for the background screenings through a 3rd party vendor.

1. The President of the College shall delegate responsibility to the Director, Human Resources to develop policies and procedures, identify equipment, vendors or other sources to provide for background screenings that meet regulatory requirements.
2. Information obtained from background screening is reviewed by the Director, Human Resources, and/or her/his designee. If the Director, Human Resources and/or designee receives negative background screening information, where appropriate, they will work in consultation with the area vice president in making any recommendations for employment decisions. All hiring recommendations involving prior felony convictions require the approval of the President. For Contracted Staffing Agency Personnel and Contractor/Subcontractors negative results from a background screening is sent by the vendor to the Human Resources department and reviewed by the Director, Human Resources, and/or designee. After review of the negative results the Director, Human Resources, and/or designee makes a determination regarding the placement of such personnel.
3. Determination of the status of a current employee whose background screening discloses a criminal record not disclosed on the employee's application shall be made by the President and/or designee based upon information and research from the Human Resources Office. Employment may be denied to a person because of past misconduct if determined to be in the best interest of the College.

4. Employees or job applicants whose background screening discloses negative information, which may affect the continued employment or new employment of said employee or applicant, shall be provided the opportunity to review and discuss the background screening result with the Director, Human Resources. If there is a disagreement as to accuracy of the record, a determination will be made by the Director, Human Resources as to the process for resolving the issue.
5. All records related to fingerprinting, credit checks, and background screenings shall be maintained in secure files separate from personnel records, in the Human Resources Office and/or stored in electronic format on an external hard drive located in a monitored secured area within Human Resources. Only employees with a designated need to know may view background screenings. Background Screening results are retained in accordance with the FBI Criminal Justice Information System (CJIS) Security Policy and Florida State Statute.

This procedure does not preclude the College from conducting additional background screenings or law enforcement checks when in the best interests of the College.