

# RULE

<b>Subject</b>	<b>Background Checks and Fingerprinting for Employment</b>	<b>Number:</b> 6HX 14-2.57
<b>Authority</b>	FS 1001.64, FS 1001.65, FS 768.096, FS 943.0542, FS 1002.33, FS 1012.32	<b>Date:</b> 8/18/10
<b>History</b>	11/15/04, 6/24/09	
<b>Source</b>	Office of Human Resources	<b>Reference (Rule #)</b> 6HX14-2.57

Purpose:

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

Policy:

1. All new employees, and current employees in positions of “special trust” or responsibility or in sensitive locations, and/or others as designated by the President, shall be subject to background checks and fingerprinting as a condition of employment. Positions of “special trust” include those specifically designated as working with minors, persons with disabilities, and/or the elderly, or those who handle money as a significant responsibility of their position, or those with extensive access to College property and/or hazardous materials. Examples of such positions include, but are not limited to, employees of Kid Summer Spectrum, sports camps, Disability Resource Center, SCF Collegiate School, etc.

Any person who is required to undergo such security background investigation and who refuses to submit fingerprints shall not be eligible for employment at State College of Florida, Manatee-Sarasota.

2. Information obtained from criminal background checks shall be reviewed by the Executive Director, Human Resources, and/or her/his designee. The Executive Director, Human Resources and/or designee receives negative background check information, and where appropriate will work in consultation with the area vice president in making any recommendations to the President for employment decisions.