



Procedure Manual

11-7
12 BOT Revision.1: 10-11-07

Title: Loyalty Oath, Security Background Checks, and Fingerprinting of Employees	Number: A6Hx2-3.06
Policy Number: 6Hx2-3.06	Page: 1 of 1

Loyalty Oath. The Human Resources Department will obtain a signed and dated Loyalty Oath for every College employee and place it in the employee's personnel file.

Background Checks and Fingerprinting. The College requires all final applicants as well as rehires of employees who have been away from their employment with the College for one year or more, who are seeking full time positions, full time and part time health science positions, coaching and any other positions as deemed necessary by the College to undergo security fingerprinting and background checks and fingerprinting as a condition of employment.

The College shall file a complete set of fingerprints with the Florida Department of Law Enforcement for all recommended applicants as described above. The cost of fingerprinting shall be borne by the Human Resources Department.

Arrangements should be made with Human Resources for recommended candidates to be fingerprinted at the Human Resource office located at the Willis Holcombe Center.

AGENDA ITEM 11-7
NOV 28 2007
ENCLOSURE 12

Recommending Officer's Signature 05/21/97	Date 05/21/97	President's Signature 05/21/97	Date
--	------------------	-----------------------------------	------