

# Policy Manual



<b>Title: Loyalty Oath, Security Background Checks, and Fingerprinting of Employees</b>	<b>Number:</b> 6Hx2-3.06
<b>Legal Authority: Fla. Statutes 876.05; 110.1127 (1); 1012.465, Jessica Lunsford Act, 2005</b>	<b>Page:</b> Page 1 of 1

## GENERAL STATEMENT

As a condition of employment, every employee of the College must execute an oath of loyalty at the time of sign-on as set forth in *Florida Statutes*, Chapter 876.05.

## THE POLICY and STAFF

The College reserves the right to conduct a level one or level two background screening for all selected candidates for any part time, full time or volunteer position. Additionally, may exercise this right for, rehires of employees who have been absent from their employment with the College for one year or more, who are seeking College employment. Anyone subject to a background screening may not begin work prior to clearance from Human Resources.

Any person who is required to undergo such a security background investigation and who refuses to cooperate in such investigation or refuses to submit fingerprints or security background check shall be disqualified for employment in such position or, if employed, shall be dismissed; or if volunteering will not be allowed as a volunteer.

Pursuant to Florida Statutes such as the Jessica Lunsford Act, the College retains the right to recertify security background checks on all College employees at will based upon position responsibilities.

## IMPLEMENTATION and OVERSIGHT

The President has the authority to issue procedures concerning this policy. The Executive Director, Talent and Culture has responsibility for the implementation of this policy.

## VIOLATION OF POLICY

Policy violations shall be investigated by the Executive Director, Talent and Culture and/or his/her designee and the appropriate disciplinary actions up to and including termination will be taken.

## DEFINITIONS

Security Background check – is the process of authenticating the information provided to the College by a job applicant on his/her application.

Fingerprinting - generally refers to a state and national fingerprint based check and consideration of disqualifying offenses, and applies to those employees designated by law as holding positions of responsibility or trust. The state and national criminal history databases are searched for arrests, warrants, and other information pertaining to an individual.

**History:** Revised on July 18, 1978; revised on September 21, 1982; revised and re-titled on May 21, 1997, revised on October 11, 2007, revised on September 25, 2012, revised on December 10, 2019

<b>Approved by the Board of Trustees</b>	<b>Date</b> 12/10/2019	<b>President's Signature</b> 	<b>Date</b> 12/10/2019
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