



NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

TITLE: Employment Provisions	NUMBER: HR 1.00
AUTHORITY: Title VII of the Civil Rights Act Florida Statutes: FS 1001.64 ; FS 1001.65 ; FS 1012.855 ; FS 1012.86	SEE ALSO: SACSCOC Principles: §5(4)-(5)
DATE ADOPTED: 02/00 REVISED: 01/08; 01/13; 08/15; 03/19; 10/20	BOARD SECRETARY: 

PURPOSE OF POLICY

To document the requirements and limitations associated with being hired by the College

LOCAL LANGUAGE

The College President is authorized to recommend part-time and full-time personnel to the Board for employment. Personnel may report for duty prior to Board approval, but employment is subject to Board approval. Until such time as personnel employment is approved by the Board, any ~~such~~ person may be summarily dismissed from employment with or without cause and ~~said person~~ shall have no rights established by virtue of reporting for duty prior to Board approval. After Board approval, employees other than those on continuing contracts or offered an annual contract are ~~still considered~~ "At Will" employees.

Fingerprints and Criminal Background Checks

~~All new employees must complete the fingerprinting process. Fingerprints of all new employees including, but not limited to:~~ full-time employees, part-time employees, and ~~associate~~ faculty as well as adult volunteers who ~~work have contact with students (such as those who work~~ in athletics, child development, Collegiate High School, or Kids on Campus) or volunteer in other programs for which fingerprinting as-is required by the President ~~are required for the purpose of providing to provide~~ a safe and secure student and employee environment. The fingerprinting process will be done by an authorized law enforcement officer or an employee of the College who is trained to take fingerprints. ~~The cost will be borne by the College~~ The College will bear the cost.

The following categories of employees are exempt from fingerprinting:

- College Orchestra, chorale, or theatrical performers;
- Part-time employees or volunteers who have no student contact; and
- Adjuncts who are employed with local law enforcement agencies.

New employees shall be on probationary status pending fingerprint processing and evaluation.

Employees working in or assigned to the Collegiate High School are also required to complete the fingerprinting process (e.g., ~~C~~current administrators, counselors, librarians, educational advisors, faculty and staff members).

~~who teach or serve students in the College's Collegiate High School, are required to be fingerprinted for a criminal background check as required by Florida Statute FS 1012.~~

~~If the fingerprinting process discloses a criminal record or other record in violation of the relevant provisions of Florida Statutes Chapter 1012, the Executive Director of Human Resources will provide a recommendation to the President based on applicable provisions of Florida law and information available to the Executive Director. Determination of the status of a current employee whose fingerprint results disclose a criminal record, not formally disclosed on the application of the employee, will be made by the College President based upon information and research from the Executive Director of Human Resources.~~ Employees whose employment status is adversely affected by a criminal background check shall have the right to appeal.

Employees that fail to disclose, fully and completely, a criminal record or other record in violation of the relevant provisions of Florida Statutes Chapter 1012 on their application for employment are assumed to have falsely represented their qualifications for a position and may be dismissed regardless of the nature of the criminal undisclosed record. Such dismissals will not be because of the criminal-undisclosed record, but rather for falsification of the application for employment and will not be subject to appeal.

Rescreening

Employees who have a break in service more than one year will be re-fingerprinted and those teaching in the Collegiate High School will be fingerprinted every five years, ~~per Florida Statute FS 1012.~~

Florida Statutes § 1012.86 Equal Opportunity and the Educational Equity Act.

The President designates the Executive Director of Human Resources to complete the required duties listed in Florida Statutes § 1012.86, and associated provisions of Florida law, as amended from time to time.

~~Per Florida Statute FS 1001.64, the College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the College not to discriminate on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, pregnancy, genetic information, or gender, gender identity or sexual orientation in its employment practices or in the admission and treatment of students in its programs or activities.~~

~~The President is authorized to designate a Coordinator for Equal Access/Equal Opportunity and for the Educational Equity Act.~~

Family Members

Immediate family members such as spouse, father, mother, siblings, or children will not be employed where supervision, promotion, or evaluation decisions occur between two relatives or in situations in which the receiving and receipting of funds occur.

Relative of a Board Member

A relative of a Board member may not be employed or promoted except upon prior approval of the Board of Trustees based on a recommendation by the College President and only after disclosure of the relationship of the employee to the Board members.

Job Descriptions

Job descriptions for each position will be developed by department and maintained in the Human Resources Office.