

Regulation Number	Subject	Effective Date	Revised Date
4.0080R	Pre-Employment Requirements	02/01/06	
<b>Responsible Division / Department: Administration &amp; Finance / Human Resources</b>			
<input checked="" type="checkbox"/> New Regulation	<input type="checkbox"/> Major Revision of Existing Regulation	<input type="checkbox"/> Minor/Technical Revision of Existing Regulation	<input type="checkbox"/> Reaffirmation of Existing Regulation

## I. OBJECTIVE & PURPOSE

The purpose of this regulation is to ensure that the University conducts thorough background screenings of prospective non-unit faculty, Administrative, Support and OPS employees.

## II. STATEMENT OF REGULATION

- A. All prospective non-unit Faculty, Administrative, Support and OPS employees may be subject to background checks upon an offer of employment. Continued employment is contingent upon the satisfactory results of the checks and continued maintenance of position eligibility requirements.
- B. Checks may include federal, state, and local criminal background. Those positions that require operation of a motor vehicle will include a driver's license check.
- C. Employees promoted or reassigned to a position of trust (i.e., handling money, driving, access to secure property, working with children, etc.) may be subject to a criminal background check upon promotion or reassignment.
- D. The Office of Human Resources (OHR) or the Office of Academic Affairs either reviews the reports or is provided eligibility criteria by the entity who conducts the background checks and makes decisions regarding suitability for employment, or continued employment based on the reports received and the particular job.
- E. All prospective employees may be subject to fingerprinting upon an offer of employment, depending on the offered position.
- F. University Police Department (UPD) conducts fingerprinting checks through the Florida Department of Law Enforcement (FDLE) for all positions in Law Enforcement, Child Care and those with responsibility for handling cash, or working in the Residence Halls.

- G. OHR reviews reports and makes decisions regarding suitability for employment based on findings and the particular job.
- H. Hiring departments must conduct reference checks on all prospective employees to establish suitability for employment using the guidelines established by the OHR.
- I. The OHR must receive the written results of all reference checks for inclusion in the employee's personnel file.
- J. All prospective employees may be subject to a urine drug test upon an offer of employment, depending on the offered position.

*References: 1001.74, FS.; 1001.75, FS. and relevant Collective Bargaining Agreements*

*History: NEW 2-1-06; Repealed 6C9-4*

*Adopted by the University of North Florida Board of Trustees as part of the University's Personnel Program on January 26, 2006.*

*Formerly 4.005*