

Human Resources Background Screening Process

Summer Camps

March 2017

The State Law

In accordance with the law and the University of North Florida's regulation, "Camps and Similar Other Programs Involving Minors", all paid or volunteer coaches working for an athletic camp or clinic must successfully complete a Level 2 background check prior to the start of the program.

Background Check

Agency, Screening & Cost

Agency	Background screenings for paid or volunteer athletic coaches are conducted using the Volunteer and Employee Criminal History System (VECHS) through the Florida Department of Law Enforcement (FDLE) – except for Summer Camps (May-September), which are conducted using the Department of Children and Families (DCF) Clearinghouse.
Screening	This Level 2 background screening includes fingerprinting, and checks Florida and FBI criminal databases; a county criminal check (local law check) and a search of the sexual offender registry.
Cost	DCF \$72.25 – Camps held May – September (FDLE/VECHS \$61.50 – Camps held October – April) <i>Rates are not established by UNF and are subject to change.</i>

Background Check

Who is exempt from this process?

Individuals who have had a Level 2 background screening for their position at UNF or other service within the previous 5 years and have not had a 90 day or more break in service **may** be exempt from this requirement, providing the screening was reviewed by the appropriate agency.

Background Screening

Process for Camp/Clinic Directors

1	Camp/Clinic Directors	Submit camp application to Environmental Health & Safety six weeks prior to start date
2	Camp/Clinic Directors <i>in Athletics</i>	must forward proposed staff list to Compliance for review per NCAA bylaws. Compliance will send the approved list to HR four weeks before the camp/program.
3	Human Resources	will contact each staff member by email with instructions on how to initiate their background screening and make a fingerprint appointment
4	Human Resources	will receive results approximately 7 business days after the fingerprinting appointment, and send updates to the camp/clinic director. This timeframe can vary based on DCF workload.

Background Screening

Process for Camp/Clinic Directors – cont'd

5	Camp/Clinic Directors	will collect relevant affidavits and notify staff of eligibility to work
6	Camp/Clinic Directors	will submit <i>“Listing of Staff/Volunteer Background Screening Verification”</i> to Environmental Health and Safety 3 weeks prior to start date
7	Human Resources	will request reimbursement for background screenings once they have been completed

Human Resources Billing Communication to Camp/Clinic Directors

HR will forward the following communication to the Head Coach requesting reimbursement.

Hi XXXXX,

Attached please find charges for employees' background checks who are associated with the XXXX Camp.

If your records agree with Human Resources' records and these employees are a part of the XXXXX Camp, please submit a check in the amount of \$XXXX payable to the University of North Florida. You may hand deliver it or send it via campus mail to my attention.

Please let me know if you have any questions or concerns.

Thank you

NOTE: The University must pay the vendor within 30 days; therefore, we ask that you forward reimbursement to HR upon receipt of this communication.

Background Screening

Process for Volunteer or Paid Camp Staff

1	Camp Staff	will receive an email from Human Resources containing instructions on how to initiate their background screening and make a fingerprint appointment
		<ul style="list-style-type: none">• Summer camp staff will also need to complete and return to HR the Privacy Policy acknowledgement and DCF background screening request form before the fingerprinting appointment• If a staff member believes they are exempt from background screening based on the information provided, they will contact Human Resources for confirmation and an “Affidavit of Compliance”

Background Screening

Process for Volunteer or Paid Camp Staff – cont'd

2	Camp Staff	<ul style="list-style-type: none">• Create a profile with the background screening vendor <i>CastleBranch</i>• Schedule a fingerprinting appointment online, using the agency, account, and billing information provided• Note the appointment date on <i>CastleBranch's</i> online To-Do List• Take the confirmation email and photo ID to your scheduled appointment• Record your appointment's completion date on <i>CastleBranch's</i> online To-Do List
3	Human Resources	will receive results within approximately 7 business and contact the camp/clinic director.
4	Camp/Clinic Directors	will notify coaching staff of eligibility to work and collect relevant affidavits. (Affidavit of Good Moral Character required for all staff, affidavits of previous compliance based on HR review)
5	Human Resources	will request reimbursement for background screenings once they have been completed

Human Resources Communication to Summer Camp/Clinic Staff

HR Emails the Following to Camp Staff/Volunteers:

1	Affidavit of Good Moral Character (Attachment)	<ul style="list-style-type: none">• All camp/clinic staff must have this notarized and return it to the Camp Director• HR has many notaries on staff that will do this free of charge
2	Privacy Policy and Applicant Request Form (Attachment)	<ul style="list-style-type: none">• This form must be completed and returned to HR immediately, and at least 2 business days before the scheduled fingerprint appointment• Original is not needed – fax is fine• Required in order to initiate DCF background check and to view results• If these forms are submitted late, HR may not have access to the DCF results
3	Background Check Guide (Attachment)	<ul style="list-style-type: none">• Contains step-by-step instructions, including UNF's billing information

Sample Communication from HR to Camp Staff

Good Morning,

Before working at a summer camp or other summer program involving minors on UNF's campus, you will need to submit an Affidavit of Good Moral Character and successfully complete a Level 2 background check, including fingerprints. This process is necessary for any employee or volunteer working with minors and is regulated by the Department of Children and Families.

Screening Applicant Request Form and Privacy Policy Acknowledgment (Attached)

Please complete the Screening Applicant Request Form and Privacy Policy Acknowledgment (attached) **immediately** and return **to Human Resources** in person OR by secure fax to 904-620-2742 attn: This information must be received at least 2 business days before your fingerprint appointment, as it is required for Human Resources to initiate the background check through the Department of Children and Families system.

Affidavit of Good Moral Character (Attached)

Please complete this form in the presence of a notary and submit **to your camp director**. DCF requires that a new affidavit be completed each calendar year. You can bring the form to the Office of Human Resources to have it notarized (free; no appointment needed), or go to a notary of your choice.

LiveScan Fingerprinting (Instructions Attached)

You will receive an Evite from UNF's background screening vendor, **CastleBranch** shortly. This message will contain a link that will guide you through initiating the background check and making your fingerprinting appointment online. Please schedule your appointment as soon as possible. If you do not receive a link within one hour, please let me know. For your convenience, The UPS Store at the University of North Florida, Building 8, can be selected as the location to complete fingerprinting. When you make your appointment, you will be asked for the following information:

ORI: xxxxxxxxx

OCA: xxxxxxxxx

Billing Account: xxxxxxxxx

Please see the attached Quick Reference Guide for detailed instructions and more information. At your fingerprinting appointment, you will be asked to show a photo ID and to provide your appointment confirmation email. Your fingerprint technician will prove you with a receipt stating a TCN. Please keep that for your records.

NOTE: If you have had fingerprinting and a background screening done for employment in the last five years **and** have not had a break in service from that job exceeding 90 days, please contact me to see if you are exempt from this requirement and for an alternate form. This may apply to certain UNF employees and others who have been screened for their employment working with minors.

If you have any questions about these instructions or think you may be exempt from the screening process, please contact me directly or call the main HR office line at 904-620-2903.

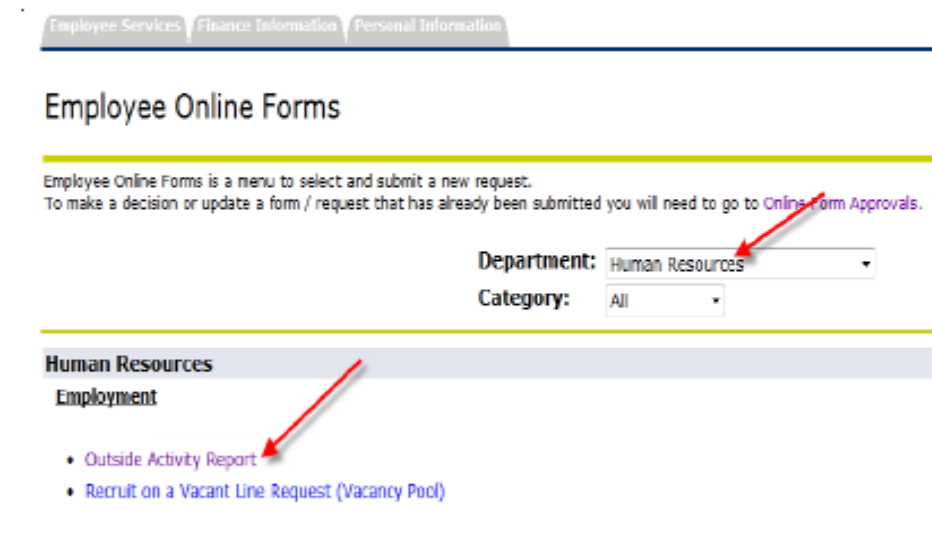
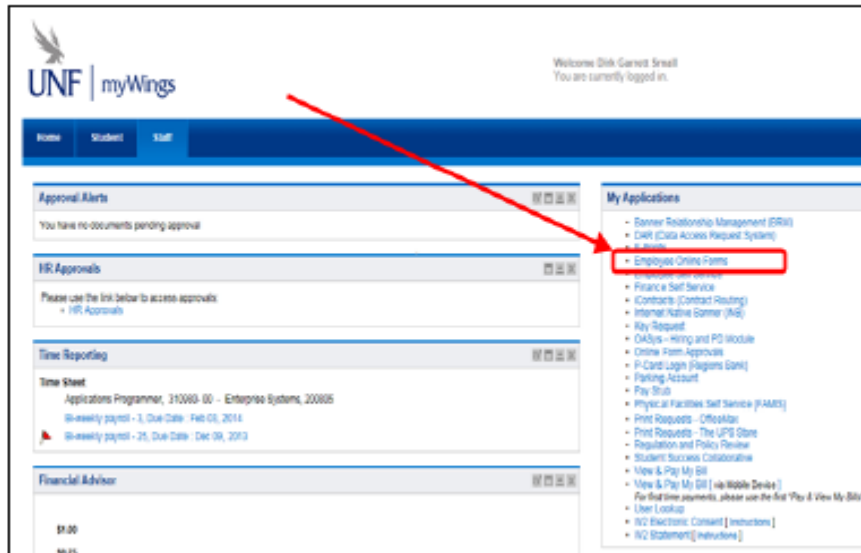
Best,

Who is required to submit an Outside Activity Report?

- Typically applies to UNF coaches working for a camp on campus
- All UNF employees must take leave when earning outside income through camps and/or clinics.
- All employees must request approval through the HR Outside Activity Form prior to engaging in outside employment.
- Time spent working camps and/or clinics must be recorded as “annual leave” in the Time Sheet Reporting module in MyWings.

How to submit an Outside Activity Report

- Log into **myWings**; Select the **Staff** tab
- Under **My Applications** click “**Employee Online Forms**”
- In the Department dropdown list, select **Human Resources**, then under Employment click **Outside Activity Report**
- Once the form has been completed, click Submit and it will be forwarded to the appropriate supervisor for approval.
- The initiator and all workflow approvers will receive an email notification upon final approval of the Outside Activity Report



Frequently Asked Questions – FAQs

Question	Answer
How often are background checks repeated?	For employees working camps/clinics, background checks which include fingerprints are required to be repeated every five years. If there is a 90 day or more break another screening is required.
How can I add additional staff after receiving approval of my initial list from Athletic compliance?	If athletics, submit additional staff names to Athletic Compliance; they will forward approved names to Human Resources. Other departments may submit directly to HR by email.
Why does the <i>Affidavit of Good Moral Character</i> require a notary when we have official fingerprinting and background checks?	This is a DCF form and they require the form to notarized. Each camp staff member must complete one per calendar year. NOTE: HR has plenty of notaries for your convenience.

Frequently Asked Questions – FAQs cont'd

Question	Answer
<p>Why does the 90 day rule apply to summer camp staff, specifically student athletes who work annually?</p> <p><i>Why are they required to get fingerprinted every year when their status does not change and they are on our team?</i></p>	<p>Students athletes are not on payroll and the 90 day rule is based on continuous employment.</p> <p><i>Just as clarification, their status changes from camp/coaching staff to student athlete.</i></p>
<p>If we have multiple camps/clinics per year and our coaching staff has already been screened, are they required to be screened again?</p>	<p>Since the requirements for summer camps and other camps are different and there are various factors to consider....please contact HR to find out whether or not it is required again. Make sure you always send a complete list of staff to HR so we can research possible exemptions.</p>

Frequently Asked Questions – FAQs cont’d

Question	Answer
Why can't all the background checks be done through DCF?	DCF's policy has changed recently, and they will only accept background check requests for camps held during the summer months (May-Sept). All others must go through FDLE and the VECHS system.
What methods of payment are available for coaches to use when reimbursing HR for background checks?	Athletic camps/clinics are a separate entity from UNF, therefore the payment to reimburse HR must be made via check payable to UNF. (Account to Account transfer or use of personal credit card is not an option).
Do we still need to go to the Sheriff's Office for the "local law check"?	No, the county criminal check (local law check) is covered via the <i>Castle Branch</i> screening.

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