

# NORTHWEST FLORIDA STATE COLLEGE

## Policy Number 6Hx17-5.01

TITLE	EMPLOYMENT PROVISIONS
REFERENCE	1001.65;1012.855;-1012.86
HISTORY	Local Language Revised January 2008

### **Local Language**

The President is authorized to recommend personnel to the Board for employment. Personnel may report for duty prior to, but 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.

### **Fingerprints and Criminal Background Checks**

Fingerprints of all new employees employed after 7/1/2000 (full-time, part-time, associate faculty, student workers), and adult volunteers who work in athletics, child development, Collegiate High School, Kids on Campus or in other programs as required by the President are required for the purpose of providing 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.

College Orchestra or chorale performers who are paid through the college payroll system as intermittent employees are exempt from the fingerprint requirement.

New employees shall be on probationary status pending fingerprint processing.

Probationary employees terminated because of their criminal record shall have the right to appeal such decisions.

Current administrators, counselors, librarians, educational advisors, faculty and staff members, who teach or serve students in the Collegiate High School of NWFSC, are required to be fingerprinted for a criminal background check as required by FS 1002.

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 President based upon information and research from the Director of Human Resources. Employees whose employment status is adversely affected by a criminal background check shall have the right to appeal.

### **Equal Opportunity**

Recruitment, selection, and employment of personnel shall be on an equal opportunity basis without regard to race, creed, religion, color, sex, age, disabilities, marital status, or national origin.

The college offers its services to all persons without discrimination. No person will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for reasons of race, color, creed, religion, national origin, sex, age, marital status, or disability. This policy of equal access applies to all programs, activities and facilities of the college regardless of type or location.

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 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 and maintained.

2/00; R3/2/00; R3/6/00; R8/2004; R 1/08