



Northwest Florida State College

TITLE: EMPLOYMENT PROVISIONS

AUTHORITY: FS 1001.65; 1012.855; 1012.86

SEE ALSO: [Click here to enter text.](#)

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SIGNATURE OF BOARD SECRETARY:

PURPOSE OF POLICY

To document the requirements and limitations associated with being hired by the college.

Local Language

The President is authorized to recommend part-time and full-time 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, and associate faculty 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.

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.
- Adjuncts who are employed with local law enforcement agencies.

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

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 1012](#).

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. Employees that fail to disclose a criminal record 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 record. Such dismissals will not be because of the criminal 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 5 years will be re-fingerprinted, per [FS 1012](#).

Equal Opportunity and the Educational Equity Act.

Per [FS 1001.64](#), Northwest Florida State 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, 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 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; R 7/12