



Human Resources

UNIVERSITY OF CENTRAL FLORIDA

UCF Background Check Policy FAQ

Beginning March 2019, the University's previous Background Check procedures will be instituted as a formal Policy and Procedure, applicable to all UCF and UCF direct support organizations prospective job applicants, temporary staff, current employees and volunteers working with minors or working in positions identified by duties as requiring a background check.

Please take a moment to familiarize yourself with the updated policy at this link <https://policies.ucf.edu/documents/3-011BackgroundChecks.pdf> especially if you work in a capacity related to hiring employees or working with minors.

Here are answers to some frequently asked questions (FAQs):

1. I thought UCF HR already had a background check policy?

We had a standard procedure for background checks but not a formal policy. This new policy allowed for stakeholder input and comprehensive research into current best-practices for background checks in higher education institutions. We believe it will better guide and protect our employees, job candidates, campus community and minors involved with UCF programs.

2. What encompasses a Background Check at UCF?

We utilize three categories of background checks at UCF: Florida State Level 1, Florida State Level 2, and UCF Standard.

- A Florida State Level 1 consists of criminal history background check inclusive of a search of the following:
 - National Sex Offenders Registry
 - Statewide criminal history background check through the Florida Department of Law Enforcement (FDLE)
 - Local criminal records check through local law enforcement agencies
- The UCF Standard background check consists of criminal history background check inclusive of a search of the following:
 - National Sex Offenders Registry
 - Statewide criminal history background check through the FDLE
 - Local criminal records check through local law enforcement agencies
 - Federal criminal database

- National criminal history records
- Social security records available through credit bureaus
- Driver's license records
- A State of Florida Level 2 Background Check, conducted in accordance with the State of Florida level 2 standards, consists of the following:
 - Fingerprinting for statewide criminal history records checks through the FDLE and national criminal history records checks through the Federal Bureau of Investigation (FBI),
 - May include local criminal records checks through local law enforcement agencies.

More details about these categories are available online at http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0400-0499/0435/0435.html

3. Who needs to get a background check at UCF?

All UCF employees are required to undergo a UCF Standard background check conducted by Human Resources before employment at the university. Temporary workers hired through a staffing agency and contractors working at UCF must provide certification of Florida State Level 1 background check clearance. UCF employees or volunteers working with minors at university programs and events will be subject to Florida State Level 2 background check prior to the program or event per the UCF Youth Protection Policy.

4. How long does the background check process usually take?

When HR receives a background check request, we anticipate it will take an average of two business days to process the request and receive background check results. Should the results require further review by Human Resources, this timeframe may be extended. Prompt processing is also dependent on the candidate or individual to providing information electronically in an expedient manner.

5. Does it cost money to get a background check?

Yes. This expense is charged directly to the respective hiring department.

6. Will the HR background process still be conducted utilizing paper based forms?

USPS, A&P, Faculty, Post-Doctoral, advertised OPS Non-Student Hourly, Medical Residents and Standardized Patients background checks will be integrated with Human Resources' new electronic PageUp talent management system for hiring and onboarding employees. Background checks will now also include automatic status updates and email communications to guide users and applicants through the process. The system will go live in Spring 2019 following user training.

Non- advertised OPS Hourly Non-Student, Adjunct Faculty, Graduate Assistantships and Graduate Hourly employees will continue to use the Affirmation Form until the second phase of the PageUp implementation in the fall:

7. Sometimes we need our job candidates to start work immediately. Can my job candidates begin work on contingency until their background check is cleared?

No. The new policy explains that a selected candidate may not begin their employment with UCF without successful completion of the required level background check and clearance from Human Resources.

8. I'm planning a UCF event that may involve children under 18 as attendees. Some of our UCF employees will be there as volunteers. Do we need to get background checks?

Yes. In accordance with UCF's updated Youth Protection Policy, any employee or volunteer who participates in a program sponsored, operated or supported by the university where minors are involved is subject to undergo a Level 2 criminal history background check prior to engaging with minors. The request will be coordinated with Human Resources and must be received at least 30 days prior to the event. The event must also be formally registered with UCF's office of Compliance 90 days in advance. You can read more details at (insert link)

9. We are using an executive search firm to assist in our candidate search. Will this vendor or UCF provide the needed background checks?

Employees recruited via an executive search firm are required to undergo the appropriate background check conducted through UCF Human Resources during the hiring approval process..

10. How often does UCF provide background check screenings on employees after they are hired?

If there is a break in service/employment for longer than 30 days for a non-faculty OPS, USPS or A&P employee, the individual is required to be screened and cleared again prior to rehire. If there is a break in service/employment for more than one calendar year for faculty, the individual is required to be screened and cleared again prior to rehire. The university also reserves the right to conduct a background check screening on any current employee who meets the conditions outlined in the UCF Background Check Policy.

11. If my employee is cleared via a background check, will UCF notify me about any new criminal activity that might occur?

Current employees are required to report any arrest and/or conviction which occurs during their employment with UCF to Human Resources within 48 hours of occurrence. Human Resources will evaluate all convictions to determine whether it would be appropriate to change the conditions of employment.