

CRIMINAL BACKGROUND CHECK PROCEDURES

(For Staff [USPS], A&P, OPS, Faculty, Adjuncts Faculty, Post Doc, and Graduate Assistants)

National criminal background checks on all new hires for Staff (USPS), A&P, Faculty, Adjunct Faculty, Graduate Assistants and OPS Non-Students will be conducted at the time of hire. Formal background checks for OPS Undergraduate Students, volunteers, and employees hired via temporary staffing agencies are recommended, but not required. All the expenses incurred in processing background checks will be charged directly to the hiring departments via the department's ID transfer number.

Normal processing time for a background check to be processed is 2 to 3 business days after submission to the third party vendor processing the background checks. Please note that additional time may be necessary to process a background check if it is found that criminal or misdemeanor charges or alias names have been discovered and further investigations have to be conducted. Out of state background checks normally require additional processing time. In addition, delays may occur when Recruitment periodically receives a high volume of background check requests in late summer and early fall timeframe.

It is important for hiring departments NOT to submit background check requests at the last minute in order to allow ample time for processing.

Staff (USPS) and A&P (Administrative & Professional)

- When Recruitment receives the online hiring packet, the Recruitment Coordinator responsible for the college/department will coordinate the steps necessary to initiate the background check process for the selected candidate with the third party background check vendor, Truescreen Inc. The candidate will directly receive an email from Recruitment with the instructions on how to complete the Fair Credit Reporting Act Disclosure Authorization to Release (FCRA) Form via the secured online background check system provided by the vendor. This form will be retained in the Recruitment file with Human Resources. HR Liaison for the department will be blind copied in the email and it will be the hiring department's responsibility to ensure the form is completed and submitted by the applicant within 2 business days from the notification email was sent. Once the FCRA form is completed by the applicant, your Recruitment Coordinator will submit the background check request to the vendor. Please note that a national background check must be completed on all final selected candidates **BEFORE** the hiring packet will be approved for hire.
- If there is a break in service (off UCF payroll more than 30 calendar days) and the individual is being rehired for any employment types (except OPS Undergraduate Students or volunteers or employees hired via temporary agencies), a new criminal background check will need to be processed.
- For employees without a break in service, a criminal background check will not be necessary for employees who are promoted or reclassified to a new position.
- All expenses incurred for background checks will be charged directly to the hiring departments via an ID transfer number. The department number to be charged **MUST** be provided to the Recruitment Coordinator who is responsible for reviewing the hiring packet.
- An ePAF should **NOT** be submitted nor should the employee begin working until the background check is cleared by Recruitment and the hiring packet has been approved by Human Resources.

Faculty, Adjunct Faculty, Post Doc & Courtesy Appointments

- A national criminal background check is required for all faculty new hires including all regular faculty line, adjunct faculty, Post Doc, and Courtesy appointments.

- A new background check is **REQUIRED** for returning faculty, adjunct faculty, Post Doc & Courtesy Appointments members who have been off the UCF payroll for more than one calendar year.
- Hiring departments **MUST** initiate the background check request by submitting a completed and signed copy of the [Faculty Applicant Affirmation Form](#) to Recruitment via email to employment@ucf.edu or fax to 407-823-1095. The candidate will receive an email from Recruitment with the instructions on how to complete the Fair Credit Reporting Act Disclosure Authorization to Release (FCRA) Form via the secured online background check system provided by our vendor. PLEASE NOTE: Failure of completing the FCRA form by your applicant will lead to delays and background checks not being processed. It is the hiring department's responsibility to ensure the form is being completed in a timely manner. After the candidate has completed the form and Recruitment has received all the documentation, the background check will then be processed.
- All expenses incurred in processing background checks will be charged directly to all hiring departments via an ID transfer. The department number to be charged **MUST** be entered on the top right corner line of the Faculty Applicant Affirmation Form. Missing information will lead to delays and background checks not being processed.
- An ePAF should **NOT** be submitted nor should the employee begin working until the background check is cleared by Recruitment.

Please Note: If the candidate does not have a Social Security Number or the individual has just received one, a background check will not be processed at the time of hire. Hiring department must contact Recruitment for a review and a background check waiver which may be granted for the individual. If the background check was not processed at the time of hire, one must be completed one calendar year from the date of hire and it is the hiring department's responsibility to follow up with Recruitment concerning the processing of the background check.

OPS (Other Personal Services) Non-Student

- A national criminal background check will be completed by Recruitment on all OPS Non-Student employees at the time of hire.
- Hiring departments **MUST** initiate the background check request by submitting a completed and signed copy of the [Affirmation Form](#) to Recruitment via email to employment@ucf.edu or fax to 407-823-1095. The candidate will directly receive an email from Recruitment with the instructions on how to complete the Fair Credit Reporting Act Disclosure Authorization to Release (FCRA) Form via the secured online background check system provided by the vendor. PLEASE NOTE: Failure of completing the FCRA form by your applicant will lead to delays and background checks not being processed. It is the hiring department's responsibility to ensure the form is being completed in a timely manner. After the candidate has completed the form and Recruitment has received all the information, the background check will then be processed.
- When there is a break in service (off UCF payroll 30 calendar day or more) for an OPS Non-Student employee, a new national criminal background check **MUST** be completed.
- All expenses incurred in processing background checks will be charged directly to all hiring departments via an ID transfer number. The department number to be charged **MUST** be entered on the top right corner line of the Affirmation Form. Missing information will lead to delays and background checks not being processed.

- An ePAF should **NOT** be submitted nor should the employee begin working until the background check is cleared by Recruitment.

Please Note: If the candidate does not have a Social Security Number or the individual has just received one, a background check will not be processed at the time of hire. The hiring department must contact Recruitment for a documentation review and a background check waiver may be granted on behalf of the individual. If the background check was not processed at the time of hire, one must be completed one calendar year from the date of hire and it is the hiring department's responsibility to follow up with Recruitment concerning the processing of the background check.

Graduate Assistants

- A national criminal background check is required for all graduate assistants new hires including GRA (9181 & 9182), GTA (9183 & 9184), GA Contract (9186), GTG (9187) and GA Hourly (OPSGRD).
- A new background check is **REQUIRED** for returning graduate assistants who have been off the UCF payroll for more than one year. A criminal background check must be completed prior to extending an assistantship/offer.
- Hiring departments **MUST** initiate the background check request by submitting a completed and signed copy of the [Affirmation Form](#) to Recruitment via email to employment@ucf.edu or fax to 407.823.1095. The candidate will directly receive an email from Recruitment with the instructions on how to complete the Fair Credit Reporting Act Disclosure Authorization to Release (FCRA) Form via the secured online background check system provided by the vendor. PLEASE NOTE: Failure of completing the FCRA form by your applicant will lead to delays and background checks not being processed. It is the hiring department's responsibility to ensure the form is being completed in a timely manner. After the candidate has completed the form and Recruitment has received all the information, the background check will then be processed.
- All expense incurred for processing background checks will be charged directly to hiring departments via an ID transfer. A department number to be charged **MUST** be provided on the top right corner of the Affirmation Form. Missing information will lead to delays and background checks not being processed.
- An ePAF should **NOT** be submitted nor should the employee begin working until the background check is cleared by Recruitment.

Please Note: If the candidate does not have a Social Security Number or the individual has just received one, a background check will not be processed at the time of hire. The hiring department must contact Recruitment for a documentation review and a background check waiver may be granted on behalf of the individual. If the background check was not processed at the time of hire, one must be completed one calendar year from the date of hire and it is the hiring department's responsibility to follow up with Recruitment concerning the processing of the background check.

OPS Undergraduate Students, Volunteers, Work Study Students & Employees Hired Via Temporary Agencies

- Formal background checks for OPS undergraduate students, volunteers, Work Study Students & employees hired via temporary agencies are recommended, but not required.
- Hiring departments **MUST** initiate the background check request by submitting a completed and signed copy of the [Affirmation Form](#) to Recruitment via email to employment@ucf.edu or fax to 407-823-1095.

The candidate will directly receive an email from Recruitment with the instructions on how to complete the Fair Credit Reporting Act Disclosure Authorization to Release (FCRA) Form via the secured online background check system provided by our vendor. PLEASE NOTE: Failure of completing the FCRA form by your applicant will lead to delays and background checks not being processed. It is the hiring department's responsibility to ensure the form is being completed in a timely manner. After the candidate has completed the form and Recruitment has received all the documentation, the background check will then be processed.

- All expenses incurred for processing background checks will be charged directly to all hiring departments via an ID transfer. The department number to be charged **MUST** be inserted on the top right corner line of the Affirmation Form. Missing information will lead to delays and background checks not being processed.
- An ePAF should **NOT** be submitted nor should the employee begin working until the background check is cleared by Recruitment.

Please Note: If the candidate does not have a Social Security Number or the individual has just received one, a background check will not be processed at the time of hire. The hiring department must contact Recruitment for a review and a background check waiver may be granted for the individual. If the background check was not processed at the time of hire, one must be completed one calendar year from the date of hire and it is the hiring department's responsibility to follow up with Recruitment concerning the processing of the background check.

Interpreting Results: When Recruitment receives a completed background check reflecting a criminal record, a copies of the pre-adverse letter, The Fair Credit Reporting Act Summary of Rights and a copy of the background check result will be emailed to the applicant or employee per the Fair Credit Reporting Act Guidelines for his/her record. Recruitment is responsible for interpreting results and making a recommendation to the hiring department regarding the candidate's suitability for employment. In the event that the information returned on the criminal background check does not match the information provided by the candidate on the application/affirmation form, further investigation will be conducted by Recruitment. For example, if the criminal background check yields a conviction but one was not specified on the application/affirmation form, Recruitment will request further documents including but not limited to: arrest records, court reports, or any documentation regarding the conviction from the employee or applicant. An applicant or employee may be rejected from consideration or terminated from employment if the results find that the applicant omitted or made false statements or misrepresentations on the employment application/affirmation form. If an individual has a criminal record, the nature of the crime, job relatedness, severity, and date of the conviction(s) in relation to the position for which one is recommended for hire will be reviewed by the Recruitment Manager and/or Associate Director of Human Resources and/or Director of Human Resources. After a thorough review and consideration, both the hiring department and Human Resources will make a final determination regarding the suitability for employment. The applicant must supply any missing criminal or other necessary information requested by Recruitment within the timeframe provided by Human Resources or be subject to termination and will no longer be eligible for future opportunities for employment with The University of Central Florida.

Additional Background Check Options: Employees in positions designated by law as positions of trust or responsibility may be required to also undergo security background investigations which shall include, but are not limited to: fingerprinting for all purposes and checks, statewide criminal and juvenile records checks through FDLE, and federal criminal records checks through the Federal Bureau of Investigation. The UCF Police Department makes available finger printing services available to hiring departments upon request. The cost of fingerprinting will be borne by the hiring department. The hiring department should review the results of the security investigation and determine if an employee has been convicted of any crimes which are reasonably related to the work for which the employee is being considered and are of such a nature as to cast doubt on an individual's honesty, trustworthiness, and respect for the rights of others and for the laws of the State. Employees found, through the fingerprinting

process, to have been convicted of such a crime will be terminated from or rejected for employment. Recruitment is available to assist hiring departments with the interpretation of results.

Denial or Termination of Employment: When Recruitment and/or the hiring department have reasonable cause to believe that grounds exist for the denial or termination of employment of any applicant or employee as a result of background screening, the hiring department shall notify the employee stating the specific record which indicates noncompliance with the standards. It shall be the responsibility of the affected applicant/employee to contest his or her disqualification or to request exemption from disqualification.

The hiring department must either terminate the employment of any of its personnel found to be in noncompliance with the minimum standards for good moral character or place the employee in a position for which background screening is not required unless the employee is granted an exemption from disqualification. The Associate Director/Director of Human Resources may grant to any employee otherwise disqualified from employment an exemption from disqualification after thorough review.

In order for the University to grant an exemption to any individual, he/she must demonstrate by clear and convincing evidence that the employee should not be disqualified from employment. Applicants/employees seeking an exemption have the burden of setting forth sufficient evidence of rehabilitation, including, but not limited to: the circumstance surrounding the criminal incident for which an exemption is sought; the time period that has elapsed since the incident; the nature of the harm caused to the victim; and the history of the employee since the incident or any other evidence or circumstances indicating that the employee will not present a danger if employment or continued employment is allowed.

Any person who is required to undergo employment screening and who refuses to cooperate in such screening or refuses to submit the information necessary to complete the screening, including fingerprints when required, will be disqualified for employment in such position or, if employed, will be dismissed.