

To: All Vice Presidents, Deans, Directors and HR Liaisons

From: Human Resources

Date: July 11, 2013

Re: New Procedures Pertaining to Criminal Background Checks

---

Effective September 3, 2013, Truescreen, Inc. has been selected as our new background check vendor for UCF. The average cost of processing a background check will range from \$27.00 to \$50.00, dependent upon the state, the county of residence and whether there will be alias names that will need to be investigated.

Effective **August 1, 2013** the cost of required criminal background checks for all **new** employees (A&P, Faculty and USPS, as well as OPS adjuncts, graduate assistants-GAs, GRAs, and GTAs, and hourly employees) will be charged directly to the respective hiring department, consistent with how all other hiring-related expenses are charged. All charges related to background checks will be processed by Human Resources via ID transfer.

Also effective **August 1, 2013**, the following procedures will be implemented in regards to the processing of all OPS background checks:

1. A formal background check will be processed for all new non-student OPS candidates (including adjuncts and post-doctoral associates) and graduate assistants at the time of hire. Human Resources will manage this process and make final recommendations to all hiring departments based on the results of the background check. Normal processing time is 24-48 business hours 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 have been discovered. An ePAF should not be submitted nor should the employee begin working until the background check is cleared by Recruitment.

Additionally, background checks are being completed for an estimated 300 hourly non-student OPS **currently employed**. HR will bear the cost associated with bringing these employees current.

2. Formal background checks for OPS undergraduate students and volunteers are recommended, but not required. Note that expenses regarding those background checks, as specifically requested will also be charged directly to the hiring department.
3. A new Affirmation Form (included in this email) will be utilized for all OPS hires, undergraduate employees, graduate assistants and volunteers, while Adjuncts and Post-Doctoral Associates will continue to complete the Faculty Applicant Affirmation Form.

4. Existing employees originally hired as student employees, who graduated or are no longer in an active UCF degree program and will continue to work for UCF in an OPS Non-Student capacity must complete the new Affirmation Form and the Fair Credit Reporting Act (FCRA) form within 30 days of their conversion in status. Failure to complete the FCRA and the Affirmation Form within 30 days will result in the employee being terminated.
5. Candidates who do not accurately answer the criminal questions on the Affirmation Form will be asked to provide documentation to explain any charges found as a result of the background check. If an individual fails to provide acceptable documentation, he/she will normally be terminated as an employee of UCF as soon as practicable and be ineligible for employment with UCF in the future.

Any questions related to this new process should be directed to either Robert Guarnieri or Patsy Popelas.