



Florida Institute of Technology
Personnel Policies & Procedures

BACKGROUND CHECKS

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| Applicable Employee Classes: All excluding Student, Adjunct and Faculty. | Effective: 7/1/08 | Approved: Dr. Anthony Catanese, President | Page 1 Of 1 |
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A. PURPOSE

The purpose of this policy is to help strengthen recruiting practices, and protect students, faculty, and staff, as well as ensure new hires/rehires are meeting the high standards of Florida Tech. It is important that Florida Tech’s academic and research missions are supported by qualified employees in a safe and secure environment for all University constituents, visitors, and employees including student employees. It is also important that Florida Tech take meaningful actions to protect its funds, property and other assets.

B. PERSONS AFFECTED

All new hire/rehire staff, current human resources personnel, security personnel, and any other persons with access to personnel files, and others as required by the State in which we do business and/or the Federal Government.

C. POLICY

Florida Tech will conduct a background check on employees stated above. Criminal and credit background checks will be conducted on personnel who handle money. Driving record checks will be conducted on personnel who would drive a vehicle, cart, gator, or have the ability to rent a car for university use. These checks will be completed on new hires and rehires prior to first day of employment. Declining to submit to a criminal and other background check is grounds for not selecting a candidate. Criminal history information will be used only for the purpose of evaluating final candidates for employment and shall in no way be used to discriminate on the basis of race, color, national origin, religion, sex, disability or age. This policy does not automatically exclude from consideration for employment all individuals with criminal convictions.