BACKGROUND SEARCH B031

06/01/2011

PURPOSE

To provide guidelines for conducting background checks.

POLICY

The University conducts background checks on prospective employees prior to their start date and/or on current employees at the sole discretion of the University. In addition, employees are required to obtain and maintain in good standing licenses, certifications, and/or registrations as required. The background check can include the following:

1. Criminal Search: A record search covering counties and states determined at the discretion of the University.
2. National Sex Offender Registry Search: Conducted for all positions at the Miller School of Medicine Only.
3. Educational Credentials, Licensure, Certification, Registration: A record search of education credentials will be conducted when specific educational credentials are claimed by the applicant and/or if required by the job.
4. Credit History when work involves the collection of delinquent monies owed to the University or as deemed appropriate by the University.
5. Motor Vehicle Record Search: A search of the driver’s history covering at least a 3-year period based on an valid and current Florida Drivers License if driving is a job-related requirement.

PROCEDURE

The appropriate Human Resources Office will coordinate background checks. If a background search reveals questionable information or activity, the appropriate Human Resources Office will evaluate the information and discuss with the department head whether the applicant should be employed. If the applicant is not to be employed, they will be informed accordingly by receiving a report and a Final Adverse Action letter as required by Fair Credit Reporting Act.

All applicants whose job requires licensure by the state or other proof of registry or certification will provide a photocopy of such document to the appropriate Human Resources Office who will conduct primary source verification. The applicant will not be offered a position until such documentation is provided and verified. If the primary source verification fails to confirm an applicant’s licensure, certification, or registration, the appropriate Human Resources Office will discuss with the department head whether the applicant should be employed.

Periodic Renewal

Employees and supervisors will receive email notifications which will inform them the licensure is about to expire. It is the responsibility of the employee to provide a photocopy of required documentation prior to its expiration date. The appropriate Human Resources Office will conduct another primary source verification of licensure, certification, or registration.
If employees fail to provide such documentation or proof of current status prior to the expiration date will result in immediate suspension without pay until such documentation is received by the appropriate Human Resources Office. Continued failure to provide the required documentation will result in further disciplinary action up to and including the termination.

Monitoring licensures, certifications, and registrations as required by a job will be performed by the appropriate Human Resources Office.

Results of all background searches will be kept confidential and will not be disclosed except to the extent necessary to administer and enforce this policy, or pursuant to appropriate legal process.