



September 16, 2019

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Policy Manual Changes

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**Item Description**

This item requests Board approval of Policy Manual changes in Chapters 3.0 – General Administration and 4.0 – All Personnel.

**Overview and Background**

The College brings forth a request to modify the College’s Policy Manual. Highlights of these changes are outlined below.

03-19 – Children on Campus - Updated to provide guidelines for addressing issues of minor children on campus.

04-49 – Background Screening – Updated the exemption review panel personnel – Section C(9)(b).

**Funding/ Financial Implications**

None.

**Past Actions by the Board**

The Board has approved previous revisions to Chapters 3 and 4 of the College’s Policy Manual.

**Recommended Action**

Approve revision of College policies as presented.

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b>TITLE:</b> Children on Campus	<b>NUMBER:</b> 03-19
<b>AUTHORITY:</b> Florida Statute: <a href="#">1001.64</a> , <a href="#">1001.65</a>	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/1/97, 9/21/09, 9/16/19	

**A. PURPOSE**

The purpose of this Children on Campus Policy is to ensure the health, safety, and welfare of minor children on campus, and to establish guidelines for supervisors and course instructors who are responsible for addressing issues of minor children in the workplace and classrooms of Tallahassee Community College (TCC or College.) It also outlines responsibilities for parents and caregivers of any minor child(ren) they are permitted to bring to College facilities, whether they are students, employees or guests.

**B. POLICY STATEMENT**

This policy does not prohibit children from the campus when the purpose of their visit is to participate in activities or programs specifically approved and scheduled for their benefit, or for specific campus events open to the general public.

The College campus is designed to provide an environment conducive to academic and work activities performed by students and employees. The College will not accommodate minor children in College workplaces, classrooms, laboratories, physical plant areas or other areas not open to the general public without proper permission from an immediate supervisor and/or authorized member of the College community.

- Children visiting the College for any reason must be under direct supervision at all times.
- A student, or employee bringing a child to campus is solely responsible for the child’s supervision, safety and actions, and may not ask another student, or employee to accept responsibility for looking after the child.
- The College will not accept liability for any child on campus.

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<p><b>TITLE:</b> <del>Student, Faculty, and Staff Child Care Services</del> <del>Children on Campus</del></p>	<p><b>NUMBER:</b> 03-19</p>
<p><b>AUTHORITY:</b> Florida Statute: <a href="#">1001.64</a>, <a href="#">1001.65</a> <del>Florida Administrative Code: 6A-14.0261</del></p>	<p><b>SEE ALSO:</b>  <u><a href="#">Administrative Procedure 03-19AP: Student, Faculty, and Staff Child Care Services Children on Campus</a></u></p>
<p><b>DATE ADOPTED:</b> 12/1/97, <del>revised</del> 9/21/09, <u>9/16/19</u></p>	

~~The College does not provide child care services. Unsupervised children are not allowed on College campuses, centers, or instructional sites. Students, faculty, and staff are expected to arrange for their personal child care in such a manner as to prevent the involvement of the College. The College assumes no responsibility for supervision of the children of students, faculty, or staff.~~

~~Students, faculty, and staff of the College may not bring children to classes or other instructional environments or leave children unattended on campus. College employees may not bring children to their work stations.~~

~~Students failing to comply with this policy will not be admitted to classes and may be asked to leave campus until off-campus child care arrangements can be made.~~

~~Children may be allowed on campus when the best interest of the College is served (i.e., to meet requirements of instructional programs, to attend College-scheduled events open to the public, and as approved by the immediate supervisor).~~

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**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b>TITLE:</b> Background Screening	<b>NUMBER:</b> 04-49
<b>AUTHORITY:</b> Florida Statute: 435, 110.1127 Fair Credit Reporting Act	<b>SEE ALSO:</b> <ul style="list-style-type: none"> <li>• DBOT Policy: 04-08 Recruitment, Eligibility, and Selection</li> <li>• DBOT Policy: 04-09 Inprocessing of New Employees</li> </ul>
<b>DATE ADOPTED:</b> 10/16/17, 9/16/19	

**A. POLICY STATEMENT**

The safety of our students, faculty and staff is of paramount importance to Tallahassee Community College. Consistent with this concern for student safety, in compliance with Florida law, and as delineated below, the College requires background screening of:

- all job applicants who are being considered for employment;
- current employees offered a transfer or reclassification in employment to a safety sensitive position , or a position of special trust or responsibility;
- employees who hold positions of special trust or responsibility as a condition of continued employment; and
- volunteers.

**B. DEFINITIONS**

Background screenings – the review of prior employment records and completion of employment reference check.

Job Applicant - an individual who has acknowledged formal interest in an advertised position submitted through an official employment application and the official application process of the College.

Employee – any person employed by the College, full or part-time; including, but is not limited to, other personal services (OPS), federal work study, adjunct, grant or contracted staff.

Volunteer - any person who performs or renders services to or on behalf of the College without compensation, except reimbursement for actual expenses.

Level 1 background screening - in accordance with Florida Statutes 435.03, includes, but is not limited to, employment history checks and statewide criminal correspondence checks through the Florida Department of Law Enforcement (FDLE), and a check of the Dru Sjodin National Sex Offender Public Website, and may include local criminal records checks through local law enforcement agencies.

Level 2 background screening - in accordance with Florida Statutes 435.04, includes, but is not limited to, fingerprinting for statewide criminal history records checks through the FDLE, and national criminal history records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.

Positions of Special Trust or Responsibility –

- positions involved with the financial responsibilities and obligations of the college;
- positions providing care to children, the developmentally disabled or vulnerable adults for fifteen hours or more per week;
- positions with access to sensitive information such as social security numbers or other personally identifiable information.

Safety Sensitive Position – any position including a supervisory or management position, in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires that the employee carry a firearm, perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations, or work with controlled substances; a position in which a momentary lapse in attention could result in injury or death to another person.

Moral Turpitude – conduct that is contrary to justice, honesty or morality. Moral turpitude means, in general, a departure from ordinary standards of honesty, good morals, justice or ethics.

## **C. RESPONSIBILITIES AND EXPECTATIONS**

### **1. Cost**

The cost of the background screening as a condition of employment, continued employment or required for volunteers, will be borne by the College.

## **2. Refusal to Cooperate/ False Information**

Any person who is required to undergo a background screening and who refuses to cooperate or submit fingerprints shall be disqualified for employment in such position or, if employed, may be dismissed. Volunteers are subject to the same exclusion or separation provided by this procedure.

Failure to adhere to the time schedule established for submission of documents may be cause for non-consideration of employment, or if a current employee, disciplinary action.

False or misleading statements, answers, or omissions made by a person in connection with seeking employment may disqualify a person from employment with the College or, if discovered after employment, may result in disciplinary action, including termination. Each case shall be considered on its own merits. Volunteers are subject to the same exclusion or separation provided by this procedure.

A background screening may be conducted on current employees, if the College has reason to believe an employee falsified his/her employment application and/or other personnel related documents; if the employee occupies a position of special trust or responsibility or a position located in safety sensitive areas and a background screening was not conducted at the time of hire; or for other justifiable reasons.

## **3. Confidential Information**

The information contained in reports received from the FDLE or the FBI shall be handled in accordance with applicable agreements between the College and these agencies. The College shall ensure that screenings are conducted in compliance with applicable laws and regulations. Records relating to criminal history checks, if retained after review, shall be securely maintained by Human Resources for the applicable retention period as appropriate.

## **4. Required Notification**

Current employees and volunteers shall notify their immediate supervisor and Human Resources, within three (3) business days, of any arrest for a felony or first degree misdemeanor.

## **5. Credit Check**

A Credit Check must be performed for an individual in any position that handles money, sensitive banking information, or has access to student and/or college financial records.

## **6. Drivers' License Check**

A Drivers' License check is required to verify that an applicant possesses a valid driver's license and to verify the applicant's driving history for any position whose duties include, but are not limited to, operating licensed motor vehicles (including golf carts) owned/rented by the College or for business of the College. A Drivers' license/driving record may be checked annually at the discretion of College management.

If unfavorable information is detected, the Director of Human Resources, after discussion with the responsible Vice President, will produce a final decision.

### **7. Level 1 Screening**

A Level 1 background screening is required for all external job applicants who are finalists for full and part-time positions and all current employees offered a transfer or reclassification in position.

A Level 1 background screening is required for all volunteers prior to beginning volunteer service.

The Human Resources Department will coordinate the background screening. Results of the background screening will be sent directly to the Director of Human Resources or designee. Upon receipt of results, the Director of Human Resources shall review and evaluate all information.

If the background screening does not result in negative findings, the Director of Human Resources will notify the hiring authority that the applicant has been cleared for hiring, and will proceed with the selection and hiring process.

If the background screening results in negative findings, the College will make an individualized assessment of the particular applicant and the job in question and consider, among other relevant information:

- the nature and seriousness of the offense(s);
- the amount of time that has elapsed since the offense(s);
- the number and type of offenses;
- the accuracy and completeness of the information provided by the applicant;
- the nature of the position in question and the relationship of the offense to the responsibilities of the position; and
- whether employment would pose an unacceptable level of risk to the College.

The Director of Human Resources, after discussion with the responsible Vice President will produce a final decision.

### **8. Level 2 Screening**

A Level 2 Criminal Background Screening and Fingerprinting is required for persons in a position of special trust or responsibility or who are in a safety sensitive position.

The Human Resources Department will coordinate the background screening. Results of the background screening will be sent directly to the Director of Human Resources or designee. Upon receipt of results, the Director of Human Resources shall review and evaluate all information. If the background screening does not result in negative findings, the Director of Human Resources will notify the hiring authority that the applicant has been cleared for hiring, and will proceed with the selection and hiring process.



Any individual who is in a position of special trust or responsibility; or who is located in a safety sensitive area may be disqualified from employment or continued employment with the College by reason of:

- conviction of a first-degree misdemeanor or a felony;
- entering a plea of nolo contendere or, when a jury verdict of guilty is rendered but adjudication of guilt is withheld, with respect to a first-degree misdemeanor or a felony; or
- conviction of a crime involving moral turpitude.

Results that indicate any criminal history will be reviewed based on its implications for the safety and security of the campus community and in accordance with Florida Statute 435. The security background investigation must ensure that no one subject to this requirement has been arrested for and are awaiting final disposition of, have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or have been adjudicated delinquent and the record has not been sealed or expunged, for any offense listed in Florida Statutes 435.04.

The Director of Human Resources, after discussion with the responsible Vice President, will produce a final decision.

## **9. Disqualification**

If the College has reasonable cause to believe grounds for the denial of employment or the termination of an employee exist as a result of a background screening, the Director of Human Resources will notify the applicant or employee, in writing, of their rights pursuant to Florida Statute, the Fair Credit Reporting Act and TCC Administrative Procedure. This notification will include direction for contesting the disqualification or requesting an exemption from disqualification.

### **a. Contesting the Disqualification**

If the College determines that denial of employment or termination is warranted, the particular applicant or employee, pursuant to Florida Statute, the Fair Credit Reporting Act and TCC Administrative Procedure, will be provided the opportunity to present supporting documentation or evidence if they feel the information or negative findings from the background screening are in error.

In accordance with Florida Statute 435.06, the only basis for contesting the disqualification is proof of mistaken identity. It shall be the responsibility of the affected applicant or employee to contest his/her disqualification or to request exemption from disqualification.

### **b. Requesting an Exemption from Disqualification**

In accordance with Florida Statute 435.07, the College may grant an employee or applicant for employment an exemption from disqualification on the following grounds:

- felonies for which at least 3 years have elapsed since the person was lawfully released from confinement, supervision or non-monetary conditions imposed by the Court for the disqualifying felony;
- misdemeanors (or offenses that were felonies when committed, but are now misdemeanors) for which the person has been lawfully released from confinement, supervision, or non-monetary conditions imposed by the Court; and
- findings of delinquency for offenses that would be felonies if committed by an adult and the record has not been sealed or expunged, when at least 3 years have elapsed since the person completed or has been lawfully released from confinement, supervision, or non-monetary conditions imposed by the Court.

In addition, for anyone requesting an exemption from disqualification, if they were ordered by the court to pay any fee, fine, fund lien, civil judgment, application, cost of prosecution, trust, or restitution as part of the judgment and sentence for any disqualifying felony or misdemeanor, must provide proof that the court ordered amount has been paid in full.

Requests for exemption from disqualification are reviewed by a panel consisting of the College's Vice President of Administrative Services, Chief of Police and Equity Officer for final disposition. It is the responsibility of this group to consider the results of the background screening and additional verified facts provided by the individual and determine the impact of the individual's employment on the College's campus community and its potential risk or threat posed to students, faculty and staff. The assessment of the group shall be submitted along with their recommendation to the president, who will issue a final determination.

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Level 1 background screening - in accordance with Florida Statutes 435.031, includes, but is not limited to, employment history checks and statewide criminal correspondence checks through the Florida Department of Law Enforcement (FDLE), and a check of the Dru Sjodin National Sex Offender Public Website, and may include local criminal records checks through local law enforcement agencies.

Level 2 background screening - in accordance with Florida Statutes 435.042, includes, but is not limited to, fingerprinting for statewide criminal history records checks through the FDLE, and national criminal history records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.

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~~Behavioral Intervention Team (BIT)—A College committee composed of the Chief of Police for TCC, the Human Resources Director, and representatives of student affairs, student services and other College departments.~~

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- the nature of the position in question and the relationship of the offense to the responsibilities of the position; and
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~~If a R~~requests for ~~an~~ exemption from disqualification are reviewed by a panel consisting of is made, it will be considered by the College's Vice President of Administrative Services, Chief of Police and Equity Officer Behavioral Intervention Team (BIT) for final disposition. It is the responsibility of t~~This group~~ Assistant Vice President of Administrative Services, Chief of Police and Equity Officer~~BIT shall to~~ consider theall results of the background screening, and additional verified facts provided by the individual. ~~It is the responsibility of the Assistant Vice President of Administrative Services, Chief of Police and Equity Officer~~~~BIT to apply applicable rule and law.~~ It is the responsibility of BIT to and carefully determine the impact of the individual's employment on the College's campus community and ~~its~~the potential risk or threat posed to students, faculty and staff. The assessment of the group shall be submitted along with their ~~The Assistant Vice President of Administrative Services, Chief of Police and Equity Officer~~BIT will make a recommendation to the president, who will~~must~~ issue a final determination.