



Human Resources Practices

Background Screening Process

Administrative Procedure

In an effort to ensure that appointments to employment with the City are made based on merit and fitness alone, and without regard to race, color, gender, age, religion, national origin, marital status, sexual orientation, disability, or gender identity and that all selection and hiring practices are managed consistently and fairly, the practice described herein shall be followed in recruitment and selection processes when filling job vacancies.

Applicability

An applicant and/or an employee who is promoted, transferred, voluntarily demoted in a full-time and/or part-time regular and temporary positions as a result of a job vacancy or competitive hiring process or an employee who is employed in a position requiring access to NERC CIP cyber systems may be subject to background screening.

- I. After a verbal employment offer is made, the recommended candidate must complete the Pre-Employment Certification/Release form and return it to the Human Resources Department. The chosen candidate is not to begin work prior to the hiring manager receiving approval from Human Resources.
- II. The HR Technician will order the background screening upon receipt of the signed release form and the Task via NeoGov. Collection of background information will include the items in Table 1.
- III. If an unfavorable report is received, the Human Resources/Organizational Representative will notify the Staffing Services Manager regarding the results of the report.

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- IV. The Staffing Services Manager will review the results of the report and determine whether the individual should be hired.
- a) In instances where unfavorable information is obtained, the Staffing Services Manager, accompanied by the Assistant Human Resources Director and/or the Human Resources Director and/or the City Attorney, will jointly assess the potential risks and liabilities related to the job's requirements.
 - b) The Human Resources Department is accountable for ensuring fairness and consistency in the background process decisions.
 - c) When filling full-time or part-time regular or temporary vacancies, Human Resources will follow EEOC guidance which requires that each case be reviewed individually rather than having a set of guidelines in which individuals are disqualified from employment eligibility. Regardless of the level of offense, each case will be reviewed individually and consideration will be given to:
 - i. The nature of work to be performed and responsibilities
 - ii. The level of unreasonable risk the offense may pose
 - iii. The time that has passed since the offense or sentence.
 - d) Additionally, if there appears to be a pattern of same or similar violations over a period of time, additional scrutiny may be given to the applicants record.
- V. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) notification requirements. The Human Resources representative will be responsible for handling such FCRA requirements as necessary.
- VI. Background check information will be maintained electronically in a file separate from employees' personnel files.

Table 1 – Background screening items

Screening type	Agency	Report name	History
Identity confirmation	Equifax	ID Report	10 years
	Edge Information Management	Driver's License history	7 years
Consumer Report (When credit history is directly related to the job)	Equifax	TotalView Report	N/A
Criminal history	Edge Information Management	Out of state criminal history	Life
	FDLE (Florida Department of Law Enforcement)	Sex offender listing	Life
	FDLE (Florida Department of Law Enforcement)	State criminal history	Life
	ASO (Alachua County Sheriff's Office)	Local county criminal history	Life
	GPD (Gainesville Police Department)	Local city criminal history	Life