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## BACKGROUND SCREENING POLICY

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### PURPOSE

To ensure that the Early Learning Coalition of Pasco and Hernando Counties, Inc. selects Board Members, prospective Board Members, Staff Members and prospective Staff Members who have been thoroughly screened, thus ensuring the safety, care and well-being of children who are receiving direct services and who may come in contact with said individuals. It is further the intent that all Board positions and staff positions be considered positions of special trust as established in section 110.1127(3)(a), Florida Statutes.

### DEFINITIONS

**Qualified Entity** – a business or organization, whether public, private, operated for profit, operated not-for-profit or voluntary, which provides care or care placement services, including a business or organization that licensed or certifies others to provide care or care placement services.

### POLICY STATEMENT

The coalition is a qualified entity and is registered with the Florida Department of Law Enforcement (FDLE). The coalition requires all positions of special trust (Board Members, prospective Board Members, Staff Members and prospective Staff Members) to submit to Fingerprinting in a manner consistent with s. 943.0542, F.S., at the individual's initial expense. The Coalition will reimburse the individual for the fingerprinting expense upon the submission of a paid receipt.

### PROCEDURE

1. The coalition requires any subrecipient, contractor or subcontractor who meet the definition of qualified entity to likewise register and have all employees it assigned to work under the terms of the grant agreement screened in the manner stated in the policy statement above.
2. The coalition shall obtain the following documentation for new employees prior to their first day of employment.
  - Documentation the individual complies with the background screening standards set forth in s. 435.04, F.S.
  - The highest level of education claimed, if a position requirement.
  - Applicable employment history, if a position requirement.

3. Background screenings will be conducted every five years prior to the anniversary date of the prior background screening check and thereafter if employment continues.
4. Background screening if there is a 90-day lapse in employment.
5. Employees must notify the coalition within 10 calendar days of being arrested for any criminal offense.
6. The coalition will, upon notification of arrest, review the alleged offense, determine if the offense is one that would exclude the employee under a level 2 screening and, if so, remove the employee from performing work related to the grant agreement. The employee will not be allowed to perform work related to the grant agreement until cleared of all charges.

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October 19, 2015

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