



**PROCEDURE TRANSMITTAL**

<b>SUBJECT:</b>	<b>Employee Background Screening</b>	<b>Procedural/Guidance No.:</b> IS PY 2015/16-0005
<b>APPLIES TO:</b>	All Employees of Contractors and Sub-Contractors	<b>Effective Date:</b> Immediately
		<b>Revised Date:</b> 11/15/15
		<b>Expiration Date:</b> Indefinite
<b>REFERENCE:</b>		

**A. PURPOSE**

This policy outlines the requirements and procedures for Background Screening for all local Workforce Board Career Centers, and their contractors, subcontractors or agents with access to, ability to change or destroy confidential data, including data stored in the information systems used by workforce service providers to manage and report participant information.

**What is a Level 2 Background Screening** – A security background investigation performed in accordance with the standards set forth in section 435.04 F.S., and which includes, but is not limited to fingerprinting and statewide criminal records checks through the Florida Department of Law Enforcement (FDLE) and federal criminal records checks through the Federal Bureau of Investigation (FBI), and may include local criminal records checks through local law enforcement agencies.

**B. POLICY**

It is the policy of the local Workforce Board to require a **Level 2** background screening for all staff with access to confidential records.

- a. The **Level 2** background screening records shall be retained as required herein in accordance with the SFWIB Contract.

From the initial Level 2 background screening date, and **every five (5) years**, and upon re-employment or **employment in a new or different position** until cessation of employment, volunteerism, or doing any work for the Contractor, the Contractor shall ensure each employee, volunteer and/or subcontractor that is retained from a previous contract period undergoes this background screening process.

Approved By: 	Date: 2/12/16	Issued by: Marian M. Smith Assistant Director, Administration
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