



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Employment Procedure for Sexual Offenders or Sexual Predators

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Implementing Procedure For Policy # 6.00

Date Approved: 10/27/08

Division: Human Resources

Applicants

The College has determined that the employment of persons officially designated as Sexual Predators would be disruptive to the orderly process of the College's programs and/or would interfere with the rights and privileges of other members of the College community. In accordance with §1001.64(46) Fla. Stats., the College may consider the past actions of any person applying for employment and may deny employment to a person because of misconduct if determined to be in the best interest of the College.

- A. The College Director of Human Resources will check all job applicants granted interviews against the FDLE Web site of Florida Sexual Offenders and Predators.
- B. If an applicant is classified as a sexual predator, the Director of Human Resources will immediately send a certified letter, return receipt requested, to the applicant denying the application.
- C. If an applicant is classified as a sexual offender, the Director of Human resources will immediately send a certified letter, return receipt requested, to the individual and request submission of the following documents within ten business days of request:
 - (1) A letter of explanation from the offender explaining the criminal offense and subsequent rehabilitation.
 - (2) The following items from the Clerk of the Court where the offense occurred:
 - a. Arrest Affidavit
 - b. Information Sheet
 - c. Court Minutes
 - (3) Order terminating probation, if applicable.
 - (4) Other information which the Director of Human Resources determines to be necessary to render a decision.

If the documentation is not received timely, the application will be denied.

When the offender has provided all required documentation to the College, the Director of Human Resources will notify the offender of the time and place of an interview with a 3-member committee comprised of the Director of Human Resources and two others from among the Equity Officer, a College Administrator and a staff member. After the interview, the committee will recommend whether or not to allow the applicant to apply to the College and, if the applicant is permitted to apply, whether possible employment would be with or without restrictions. The recommendation will be submitted to the

President. The final decision will be communicated to the offender by certified mail, return receipt requested, from the President within three (3) business days after the meeting.

Employees

When the College Human Resources Director becomes aware that a current employee is added to the FDLE Web site of Florida Sexual Offenders and Predators, the Director will take the following actions:

- A. If the current employee is classified as a sexual predator, the Director of Human Resources will commence the termination procedure as set forth in Board Rule 6.11.
- B. If the current employee is classified as a sexual offender, the Director of Human Resources will follow the same procedures set forth above in Sections C1 through C4.

When the offender has provided all required explanations to the College, the Director of Human Resources will notify the offender of the time and place of an interview with a 3-member committee comprised of the Director of Human Resources and two others from among the Equity Officer, a College Administrator and a staff member. After the interview, the committee will recommend that (1) the President recommend termination of the employee to the District Board of Trustees or (2) that the current employee be permitted to continue employment at the College, with or without restrictions. The recommendation will be submitted to the President, and the President will notify the offender by certified mail, return receipt requested, within three (3) business days after the meeting as to whether or not he is recommending termination to the District Board of Trustees or whether he has agreed to permit the offender to continue employment at the College, without or without restrictions and, if with restrictions, the nature of those restrictions.

Vice President, Administration & Finance

Date

Approved by President

Date