The Florida State University
OP-C-7-G12 Criminal History Background Checks
Policy Update Notification

*Effective March 1, 2013, the University will require that all current A&P, USPS, and OPS employees (including Graduate Assistants, Teaching Assistants and Research Assistants) inform their supervisor within two (2) business days if arrested for any felonies or first degree misdemeanors (or the equivalent thereof in another state). The employee must also notify their supervisor of the final disposition of their case within two (2) business days. In both circumstances, the supervisor must immediately consult with the Human Resources’ Employee and Labor Relations Office to determine if the offense is job related and for further guidance.

Failure to comply with this policy could result in disciplinary action, up to and including dismissal.

Your signature below acknowledges that you have been notified of the policy update and are aware of the action required on your part to comply with the policy.

____________________  _______________________ ________________
Employee Name (Printed)  Employee Signature  Date

____________________
Employee ID

*In accordance with Florida Statute 1012.315, Required Notification of Criminal Offenses, employees of the Florida State University School (FSUS) must also report any delinquent act committed in this state or any delinquent or criminal act committed in another state or under federal law which, if committed in this state, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under s. 943.0435(1)(a)1.d.