



FLORIDA STATE UNIVERSITY
OFFICE OF COMPLIANCE AND ETHICS

March 11, 2022

MEMORANDUM

TO: Academic Deans and Chairs

FROM: Robyn Blank *RSB*
Chief Compliance and Ethics Officer

RE: Guidance on Hiring of Foreign Workers (HB 7017)

This memo is intended to provide some additional information about the categories of visitors, researchers, and employees who are required to undergo additional employment screening in accordance with 2021 House Bill 7017, codified at s. 1010.35, Florida Statutes.

1. For What Position is the Person Being Considered?
Please refer to the Job Code List attached. All candidates for positions in these job codes must be screened if they meet the criteria in 2a or 2b, below.
2. Which Candidates are Subject to Screening?
 - a. Citizen of a foreign country (any country that is not the U.S.)
 - b. U.S. citizen or permanent resident (green card holder) who has a year or more of employment or training in a country of concern (China, Cuba, Iran, North Korea, Russia, Syria, Venezuela)
3. When Must Screening Occur?
You may conduct interviews and have preliminary discussions about a job or visiting opportunity before the screening. Please discuss with serious international candidates the requirements of the statute and request that they begin document collection and outreach to previous employers to help expedite the process, should an offer be extended. Conditional offers are allowed. If you make an offer prior to completion of a screening, the offer must expressly indicate that the offer is contingent upon successful completion of the state screening. This is new guidance regarding the timing of offers.
4. What Are the Exceptions and How Do We Use Them?
 - a. Employment prior to July 1, 2021: Any person employed at FSU prior to July 1, 2021 does not need to be screened prior to taking a position on the Job Code List. This includes a previously-appointed GA being appointed in a new semesterly position, an existing employee being appointed into a different job code, or a person receiving a promotion into a job on the Job Code List.
 - b. Appointment into a non-research position: If the candidate will be appointed into

- a. a job code on the Job Code List but will not be engaging in or supporting research (e.g., a GA appointment that is teaching or grading only), please use the attached form to seek an exemption for that candidate. If an exemption is granted, please note that the candidate cannot be placed in a research-related position without being screened first. If you know that the person will be in a teaching position for a limited time and then engaged in research, it is at your discretion whether to conduct the screening at the time of initial hire or at the time of the future appointment.
- b. Fulbright Scholars: Fulbrights who are not from a country of concern may be exempt from screening but will still need RAMP approval.
- c. Professors Emeritus/Emerita: Screening is not required for these appointments.

I will have more process-related information coming your way shortly but wanted to get this guidance to you soonest and invite any questions you may have. Please contact me anytime for clarification, and thank you for your continued efforts to ensure compliance with these requirements.

Cc: Dr. James Clark, Provost and Executive Vice President
Dr. Laurel Fulkerson, Interim Vice President for Research
Ms. Diana Key, Director, Research Compliance Programs

Attachments: Job Code List
s. 1010.35 Exemption Form