



**Human Resources**  
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**Florida State University  
4-OP-C-7-B11 Criminal History Background  
Checks Policy Notification**

Florida State University requires all A&P, USPS, and OPS employees to 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 and are aware of the action required on your part to comply with the policy.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee ID