

FAQ's

Questions and Answers

For

Pre-Employment Services

1. ***Why is there a fee associated with the fingerprinting and Drug Testing?***

The Polk County School Board is billed from State and Federal agencies for the initial background inquiries and the retention of the records within the specific databases. The fee associated with the background inquiries and similarly the Drug Screening are a compilation of the incurred charges and do not reflect any financial gain for the Polk County School Board. The associated fees for all Polk District applicants except paid athletic coaches will have the fees for prints and drug testing deducted from their first paycheck. All other individuals requiring fingerprint and drug screening services are done by payment at time of service with a ***MONEY ORDER only***. NO personal checks, cash, or credit / debit cards can be accepted.

2. ***Who do I contact, and how do I contact them to do Fingerprint background inquiries and Drug Screening?***

The District conducts Fingerprint Background inquiries, and drug screening for the following:

- ✓ ***ALL*** Employment applicants to the Polk County School Board.
- ✓ Instructional and non-instructional applicants for Polk County Charter School system
- ✓ ALL contract Non-School Board Employees and Licensed Professionals functioning within the school setting.
- ✓ Student Teacher interns required to function within the School Setting as a part of their educational process.
- ✓ ALL individuals, salespersons, vendors, etc., authorized by the District to conduct business on a school campus.
- ✓ ALL tradespersons, repairpersons contractors, and their employees, authorized by the District to conduct related activities on a school campus.
- ✓ ALL athletic coaches and voluntary community athletic coaches involved in the coaching activities within a Polk County School regardless of the sport.

All of the fingerprint background inquiries and Drug testing are conducted At the Pre-Employment Services office at Human Resource Services in Bartow. Polk District applicants will be instructed when and where to report for fingerprint background inquiries and drug testing at their pre-employment conference (GAMA Appointment) by their individual Personnel Assistant. All other fingerprinting and drug testing activities are by appointment only. Please call 863-534-0414, Pre-Employment Services Office to schedule an appointment.

The Pre-Employment Services Office hours of operation are:

Monday through Friday 7:30 AM to 5:PM. We are closed all State legal holidays, and Polk District school holidays.

3. **Can I transfer my “fingerprints” to another organization for a background check for other purposes?**

Generally Speaking no, all fingerprint background inquiries are specific to the requesting organization, and both State and Federal Law prohibits the transferring of file fingerprints to another source for use in background inquiries for a second organization or business. These rules are meant to protect the integrity of the information, and insure that an up to date inquiry is requested via competent authority at the time of the request and no potential problems are missed by the updated inquiry.

4. **How do I get my identification badge, and how do I get a new badge when I change job assignments, go to a new school or change my name?**

Your Photo ID badge is **ISSUED** to you as part of your employment with the Polk County School Board. As such the ID Badge is a part of your school attire for a readily accepted identification during your work day to the public, Law Enforcement in the event of Emergency, and fellow Staff at your Site.

Your badge is provided to you at no cost as a part of your employment. The badges are a controlled item and as such should be **vigorously** safe guarded. Any loss of an ID Badge should be reported immediately to your supervisor, or principal.

Pre-Employment Services houses the ID Badge Database, and production machine for printing all of the District employee’s ID Badges. All requests regarding ID Badges should be forwarded via an e-mail message to [Pre-Employment Services ALL STAFF@polk-fl.net](mailto:Pre-Employment_Services_ALL_STAFF@polk-fl.net). E-Mails should include Employees Name, SAP number and what change is being requested. This E-mail should be from the employee’s supervisor or principal or authorized by them.

CAUTION the replacement cost for a **LOST** ID Badge is \$10.00 (ten Dollars) via Money order only. This fee is required to be payed prior to the re-issuance of a new ID Badge, and can only be done **in person** at Pre-Employment Services Offices located at the District Offices in Bartow.

The District will issue a new ID badge at no cost to all district employee based upon the following specific criteria only:

- ✓ Legal name change due to marriage, divorce, or court ordered name change.
- ✓ Assignment to a new school, job assignment, or **permanent** job location change.
- ✓ Promotion to a new job title, position or functional employment change.

NOTE:

ALL NEW BADGE REQUESTS RECEIVED AT PRE-EMPLOYMENT SERVICES WILL BE VERIFIED IN SAP PERSONNEL FILES. IF THE CHANGE IS NOT RECORDED IN SAP NO ID BADGE CAN BE ISSUED UNTIL VERIFICATION CAN BE ACCOMPLISHED.

ALL JOB TITLES WILL BE ENTERED ON THE ID BADGE EXACTLY AS IT IS LISTED IN SAP PERSONNEL PROGRAM. NO DEVIATION FROM SAP IS ALLOWED.

Old badges being replaced should be immediately returned to Pre-Employment Services Office via courier or in person upon receipt of the new ID Badge.