Summer Camp FAQs

Position Request Form:

Q: Is this form required for Supplemental positions for active faculty members/regular staff participating in the camp?
A: No. Supplemental positions only need to be submitted on this form if a new position number must be created/generated, not for pre-approval.

Q: What position number do I use?
A: The position associated with the specific camp’s 03 fund

Q: What if I don’t know the Position Number?
A: Leave the field blank, but be sure to fill in the Budgeting (Labor Distribution) information. The Office of Human Resources will let you know the existing or new position number to use on your EPAFs

Background Screening:

Q: Who requires a background screening?
A: Anyone working more than 10 hours per month in any summer camp (volunteers, temps, college roll, and regular faculty and staff).

Q: What kind of background screen is conducted if someone has a SSN vs. someone who does not have a SSN?
A: A Level 2 screening through Department of Children and Families is conducted if someone has a SSN, and a Level 2 screening through Volunteer & Employee Criminal History System (VECHS) at the Florida Department of Law Enforcement (FDLE) is conducted if someone does not have a SSN.

Q: Do guest speakers need to be screened?
A: Not if they remain in sight of an individual who has been screened and they are working less than 10 hours per month with the campers.

Q: How much does it cost?
A: $65 for a full Level 2 background screening which includes fingerprints and a photo, $12.39 for a Level 2 background re-screening (only a “re-screening” is required if fingerprints/photo were completed within the past 5 years).

Q: Will I need to make an appointment for the onsite Bridges Screenings?
A: If a candidate has never received a Level 2 screening, fingerprinting and a photograph must be completed by a Livescan Service Provider. The Office of Human Resources has scheduled an on-campus session for these candidates’ convenience on Thursday, April 20th from 10 AM – 6 PM. Call 321-674-8100 to reserve a screening time.

Note - If a candidate has previously received a Level 2 screening, the fingerprint and photo data is valid for 5 years. For these individuals, submission of the required documents is sufficient to update their Level II screening.

Q: How early can I start having my employees start their background screenings?
A: Their background screening cannot be more than 90 days prior to the beginning of the camp.
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Position Posting:

Q: If I want to carry an employee over from the Spring semester, do they need to re-apply?
A: If the student candidate is not enrolled for Summer or Fall semesters, they should apply for a posted Temporary position.

Students enrolled for Summer or Fall semester classes may hold a College Roll position, and should be included on the camp roster submitted to Human Resources by March 31st. Note - the Summer Camp College Roll position number will be different from students’ current Fall/Spring College Roll positions.

EPAFs:

Q: Do I have to submit an EPAF for each camp session an employee works?
A: No, one EPAF is required for each camp. An employee will require multiple EPAFs only if s/he is working multiple camps.

For example, if Suzy Smith is going to work all three Soccer Camps, then Coach Green only needs to submit one EPAF for her. But if Suzy Smith will be working Session #1 for soccer, Session #2 for Tennis, and back to Session #3 for Soccer she would require 3 EPAFs. (One to hire her into Soccer, one to hire her into Tennis, and then a final one to hire her back into Soccer. Please use the comments section of the EPAF to show camp start/stop dates and explain what Suzy Smith is doing. This will help alleviate questions once the EPAF reaches HRIS.

Starting Work:

Q: When can the employee start working?
A: When their EPAF has been APPLIED (marked as “Complete” in the EPAF originator summary). This will indicate that all forms and screenings have been completed/cleared.