

Section: GENERAL INFORMATION
Subject: Notification of Arrest, Criminal Charges or Child Abuse Complaints
Number: HR 3321

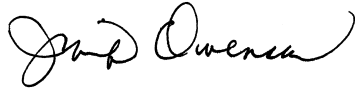
I. Institutional Regulation

- A. Employees of the College must notify Human Resources of any arrests, the filing of any criminal charges, and the disposition of any criminal charges pending against them.

II. Procedure

- A. Notification to Human Resources shall be provided in writing by the employee within five (5) business days of notification to the employee.
- B. Employees who operate motor vehicles as part of their job duties must also report traffic violations.
- C. Required notifications also include any child abuse or dependent abuse complaints. Employees must notify Human Resources regarding the findings in any complaint against them alleging child or dependent abuse. Notification to Human Resources regarding abuse complaints and findings shall be provided in writing by the employee within five (5) business days of notification to employee.
- D. Information relating to arrests, criminal charges and child abuse complaints shall be treated and maintained as part of the employee's confidential file.
- E. Employees who do not notify the College as required under this policy may be subject to disciplinary action up to and including termination.

APPROVED:



Executive Director, Human Resources

Date: March 1, 2019

Cross Reference: Board Policy 3009