

Notification of Felony Convictions and Founded Complaints

Employees of the District must notify the office of Human Resource Services of any felony convictions or founded complaints of child abuse. Notification to Human Resource Services must occur within five (5) business days of notification to the employee. Employees whose duties require possession of a Commercial Driver's License must also report conviction of traffic-related misdemeanors.

Current employees must comply with this policy by reporting convictions and founded complaints of child abuse that occurred within five years of the date this policy was adopted.

Information related to reportable convictions and founded complaints shall be treated and maintained as part of the employee's personnel file.

Employees who do not notify the District as required under this policy are subject to disciplinary action up to and including termination.

Adopted: September 13, 2004
Revised: June 8, 2009
Reviewed: January 12, 2015