# Arrests and Convictions

Employees shall notify the Director of Human Resources if they are convicted, arrested, indicted or charged (including citations) for any offense other than a minor traffic offense (e.g. parking, speeding). Notice must be in writing and provide all relevant facts regarding the arrest, charge, indictment, or conviction. Notice must be provided within one (1) business day of the arrest, charge, indictment, or conviction. Employees shall also inform the Director of Human Resources of the disposition of any arrest, indictment, or citation.

For purposes of these procedures, a "conviction" means the entry in a court of law or military tribunal of (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution.

Employees may be disciplined, up to and including termination, if the arrest, charge, indictment, or conviction: (i) poses a threat to the physical safety of students or personnel; (ii) demonstrates that the employee does not have the integrity or honesty to fulfill their employment duties with the College; and/or (iii) creates a substantial disruption to the ordinary operation of the College.

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