

Required Notification of Pending Criminal Charges or Serious Driving Infractions

(added 02/2024)

An employee must notify the Director of Human Resources if the employee is charged with a felony and/or a sex offense or has entered into a guilty plea or an Alford Plea, has been placed on probation for or entered into a diversion program, or has been convicted of a felony and/or a sex offense. This notification must be made by the employee to the Director of Human Resources within five (5) calendar days of the occurrence of any event described above.

Additionally, the employee must also inform Human Resources if the employee receives a ticket that has the potential to disallow driving a motor vehicle for the college under the limitations of its vehicle insurance contract. This notification must be made by the employee to the Director of Human Resources within five (5) calendar days of the occurrence of any event described above or before the employee drives for the college, whichever comes first.