



Illegal Acts Disclosure Policy GOV 6.0 Office of Human Resources

Policy Type: Administrative

Applies to: Faculty, staff, administrators, student employees, and volunteers.

POLICY DATES

Issued: October 1, 2020

Revised:

Edited:

Reviewed:

This policy addresses the commission of any acts that are considered illegal by federal, state, or local statute, (subcontracted or otherwise), on or off University premises, whether or not on duty or on UMU business, which must be reported, or self-reported if one is charged or arrested and any such act(s) results in legal action. Employees of the University of Mount Union have a responsibility to report illegal acts.

Definition

| Term | Definition |
|----------------|---|
| Illegal Act(s) | Any such action that results in a legal charge or arrest, which requires legal action. This may include misdemeanors or felony charges. |

Policy Details

Each employee or volunteer must notify the Office of Human Resources within three (3) business days, or as soon as possible thereafter, if charged or convicted with/arrested for any felony or misdemeanor crime. A reportable offense would include any felony or misdemeanor charge, excluding low level offenses, minor traffic infractions (unless you are authorized to drive University vehicles) or a minor civil action. Thus, speeding tickets, parking tickets, texting while driving, etc. are not reportable. An employee who is unsure whether the violation qualifies as "minor" or whether it should be reported, should direct questions to the Office of Human Resources. This includes pending charges/arrests without conviction and charges with no disposition. This also includes all convictions, guilty pleas, pleas of no contest, prayers for judgment continued, deferred prosecutions, or entry into pre-trial diversion or similar programs in lieu of prosecution for any crime ("Convictions"). Such convictions, charges, pending charges or arrests for DUI/DWI/OVI, public intoxication, disorderly conduct, drug possession are not considered minor traffic infractions and would be reportable.

The University reserves the right to conduct its own investigation (which may include a criminal background check) following a report or when otherwise notified of an alleged conviction, charge or arrest when circumstances are identified that warrant further review. If information discovered regarding: (a) prior or current convictions; or (b) current or pending charges or arrests leads to the conclusion that the integrity and welfare of the University and/or safety of students, visitors and/or co-workers may be compromised, the individual may be temporarily or permanently reassigned, suspended, or his/her employment may be terminated.

Any employee, or volunteer, who fails to disclose convictions, charges, pending charges or arrests as outlined above is considered to be in violation of a condition of continued employment, which may result in corrective action, up to and including termination. Any employee who is aware of any criminal events as outlined above involving another employee, or volunteer, should notify a Human Resources representative as soon as practicable.

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PROCEDURE

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All reported and confirmed convictions, charges, pending charges or arrests as outlined above, will be investigated promptly by the Office of Human Resources. If information discovered regarding: (a) prior or current convictions; or (b) current or pending charges or arrests leads to the conclusion that the integrity and welfare of the University and/or safety of students, visitors and/or co-workers may be compromised, the individual may be temporarily or permanently reassigned, suspended, or his/her employment may be terminated.

Responsibilities

| Position or Office | Responsibilities |
|--|--|
| Supervisor of the Office/Department of affected employee | Oversee adherence to the policy. Report violations to the Office of Human Resources. |

Contacts

| Subject | Office | Telephone | E-mail/URL |
|---------|---------------------------|--------------|--|
| Policy | Office of Human Resources | 330-829-6560 | humanresources@muntunion.edu |

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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