Criminal Conviction Reporting Policy
Policy #605

Source of Authority: UNC Code § 403
Revision Authority: Board of Trustees
History: First Issued: February 17, 2011
Related Policies: Criminal Background & Credit Checks Policy #604; Illegal Drug Policy #702; Workplace Violence Policy #706
Responsible Offices: Human Resources Department General Counsel
Effective Date: February 17, 2011

Purpose
The UNCSA is committed to providing a safe and secure learning and work environment for our students and employees. To that end, it is the policy of UNCSA to require its current employees to report certain criminal activity occurring during employment.

Scope
This policy applies to all employees, including student employees.

Definitions
A. “Conviction” means, but is not limited to, a guilty verdict, guilty plea, prayer for judgment continued, Alford plea, or “no contest” plea.

B. “Entry of a Conviction” occurs, for purposes of this policy, when the court accepts the plea or enters the conviction. A prayer for judgment continued is a conviction as of the date the court grants the defendant the prayer for judgment continued.

Policy
A. A current employee who is convicted of a criminal offense other than a traffic infraction must notify his/her supervisor within the proscribed period of time.

B. A current employee who routinely operate State vehicles in the scope and course of their employment and is convicted of a traffic infraction must also notify his/her supervisor within the proscribed period of time.

C. Failure to report a conviction as required above is grounds for discipline up to, and including, termination of employment.

D. Upon notice, the applicable entity will conduct a criminal background check to verify this information
Revision History
A. February 17, 2011 – Adopted by Board of Trustees as part of UNCSA Policy Manual
I. Notifications & Investigation

A. A current employee who is convicted of a criminal offense other than a traffic infraction must notify his/her supervisor within 5 calendar days of the entry of the criminal conviction.

B. The supervisor must immediately notify Human Resources of the conviction.

C. Human Resources must then conduct a criminal background check to verify the information pursuant to the applicable policies and procedures.