

HIGHLAND COMMUNITY COLLEGE  
GENERAL PERSONNEL POLICY

SUBJECT: Arrest or Convictions Policy  
BOARD OF TRUSTEE APPROVAL: 10/22/25

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EFFECTIVE DATE: 10/23/25

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Highland Community College is committed to providing a safe and secure environment for its students, faculty, staff, and other constituents, and to protecting its funds, property, and other assets. Employees are required to disclose an arrest or conviction within three business days, so the College can conduct an independent review of continued suitability for employment.

An employee arrested or convicted of a crime – whether the crime is related or unrelated to the individual's employment activities with the College – must report the arrest or conviction within three (3) business days of the arrest or conviction to their supervisor or to Human Resources.

Disclosing an arrest or conviction does not automatically impact an employee's eligibility for employment with the College. Continued employment depends on a variety of factors, such as the nature and gravity of, and circumstances surrounding, the arrest or conviction, including the employee's truthfulness and completeness in disclosing the information in a timely manner. If an employee is convicted of a criminal offense while employed at Highland Community College, the employee may be terminated and, if terminated may be ineligible for rehire.

Employment may be ended if an employee is unavailable to work for three days or more due to circumstances related to an arrest or conviction.

### **Definitions**

Conviction includes any unlawful offense, including but not limited to major traffic violations (such as DUI/DWI, reckless or negligent driving, driving with an invalid license, or leaving the scene of an accident); worthless check violations; or any citation for violation of federal, state, or local ordinances or statutes that resulted in a fine, restitution, or incarceration. Guilty verdicts, guilty pleas, prayers of judgment, and pleas of nolo contendere (no contest) must be disclosed.

Minor Traffic Violations do not need to be reported. Examples of minor violations include expired parking meter citations, failure to wear a seatbelt, or speeding violations of no more than 20% above the posted speed limit (e.g. going 48mph in a 40 mph zone).

### **Consequences of Non-Compliance**

An employee who fails to disclose an arrest or conviction in accordance with these procedures is in violation of this policy. A supervisor who is made aware of an employee arrest or conviction and fails to disclose the information in accordance with this policy is in violation of this policy.

Violation of this policy may result in disciplinary action, up to and including termination of employment.