



College of The Albemarle Procedure

Procedure Number: 3.3.3.1

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Title: Arrests and Convictions

Related Policy: Policy 3.3.3 Code of Employee Conduct

Division of Responsibility: Human Resources

Employees shall notify their immediate supervisor and the Human Resources Department 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, conviction, indictment, or charge. Notice must be provided within one (1) business day of the conviction, arrest, indictment, or charge. Employees shall also inform their supervisor and the Human Resources Department 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 conviction, arrest, indictment, or charge: (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 his or her employment duties with the College; and/or (iii) creates a substantial disruption to the ordinary operation of the College.

June 13, 2023

February 2, 2026

N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision