

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Nos.: R331
Sections: EMPLOYEES
Title: REPORTING OF ARRESTS AND CONVICTIONS
Date Last Revised: 5/7/21
Date Last Reviewed and renumbered: 5/7/21;1/16/15; 11/21/11

R331 REPORTING OF ARRESTS AND CONVICTIONS

Employees must provide written notice using the attached form (PDE-6004) within seventy-two (72) hours of the employee's **arrest** and charge or indictment for any of the crimes listed on the form.

An employee who fails to disclose an arrest or conviction shall be subject to discipline up to and including termination or denial of employment, and may be subject to criminal prosecution under 18 P.C.S. § 4904.

If the Superintendent has a reasonable belief that an employee was arrested or has a conviction for an offense set forth above, the Superintendent shall direct the Director of Human Resources to require the employee to submit a criminal history record in accordance with 24 P.C.S. § 1-111(J)(3).

The Superintendent or designee will take appropriate action to determine the effect of the charged offense on the employee's ability to perform the functions of his or her position in the District consistent with the Pennsylvania school code and any applicable collective bargaining agreement.

The Superintendent or designees shall notify all employees annually of the requirements of this Regulation.

The District shall make every attempt to keep the information as confidential as may be appropriate and legal. For members of collective bargaining units, the District shall inform the appropriate union representative prior to the dissemination of any information.