

Title: Notification Of Arrest, Criminal Charges, Or Abuse Complaints

Employees are expected to perform their assigned jobs, respect and follow District policies, and obey the law. In the event that employees experience any arrests, the filing of any criminal charges, the filing of any charges relating to operating a motor vehicle while intoxicated, or the filing of any charges of child abuse, charges of dependent adult abuse, or charges of domestic abuse, they must notify the Director of Human Resources within five calendar days. Notification to Human Resources must be made prior to the employee returning to work.

If the employee receives a criminal citation or a notification of charges during the summer months and the employee is not scheduled to be at work during that time period, then notification to Human Resources must be made within five calendar days of the date of the issuance of the criminal citation or the date of the receipt by the employee of the notification of charges.

Information relating to arrests, criminal charges, and abuse complaints shall be treated as confidential to the extent provided by law and maintained as part of the employee's personnel file.

Employees who do not notify the District as required by this policy will be subject to disciplinary action up to and including termination.

Cross References: \_\_\_\_\_

Legal References: Iowa Code § 279.8

Approved: February 24, 2015

Reviewed: June 23, 2020

Revised: \_\_\_\_\_