

**Sussex County Community College**

**Policy No.: 200.43**

**Area: Human Resources**

**Adopted: 10/25/16**

**200.43 Reporting of Convictions for Offenses or Crimes for Currently Employed Faculty and Staff Policy**

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**PURPOSE OF THE POLICY**

Sussex County Community College (“College”) is committed to assuring a safe and secure environment for its faculty, staff, students, visitors, and others who may receive services from or have contact with College employees. For this reason, the College has enacted this policy which provides a mandatory process by which all employees (as defined below) must report any conviction(s) of crimes or offenses to appropriate College administrators and outlines standards by which any convictions will be evaluated and acted on.

**GENERAL STATEMENT OF REPORTING OF CONVICTIONS OF OFFENSES OR CRIMES FOR CURRENTLY EMPLOYED FACULTY AND STAFF POLICY**

This policy sets forth a process which enables the College to review the circumstances of the conviction(s) for offenses or crimes to assure that the employee in question does not pose an unreasonable safety risk to fellow employees, students, and visitors or indicate conduct inconsistent with the employee’s assigned job duties, the employee’s access to College resources or facilities or which may otherwise be detrimental to the reputation, image or the business of the College. The standards contained in this policy shall apply to convictions for offenses or crimes reported directly by the employee or identified independently by the College through any other means. This policy also applies to any employee who has been formally offered and accepted employment but who has been convicted or who has taken a plea agreement on a reportable offense prior to reporting for work.

The intent of this policy is to ensure the safety of the College community and to properly protect the College’s resources and reputation. It is not the intent of this policy that every conviction for offences or crimes will result in taking an action that would adversely affect an individual’s employment or affiliation with the College. It is anticipated that certain offenses will not necessitate the College taking adverse action against the employee’s employment.