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# The University of Georgia

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## **Policy on Arrests and Convictions**

Any current employee charged with a crime (other than a minor traffic offense) shall report being charged with such crime to the Office of Legal Affairs within 72 hours of the employee becoming aware of such charge. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment. The Office of Legal Affairs shall review the nature of the crime, the facts and circumstances that can be determined through the investigation process, and make a determination on what, if any, action should be taken regarding the employee's employment status until resolution of the charge. During this process, the Office of Legal Affairs will keep the supervisor/administrator informed of the status of the investigation and will seek input from the appropriate supervisor/administrator in making a determination about the employee's employment status.

Any current employee shall notify the Office of Legal Affairs within 24 hours of the outcome of a criminal case. Failure to report a conviction may result in appropriate disciplinary action, including termination of employment. The Office of Legal Affairs shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee's employment status based upon the facts and circumstances determined through the investigation process. During this process, the Office of Legal Affairs will keep the supervisor/administrator informed of the status of the investigation and will seek input from the appropriate supervisor/administrator in making a determination about the employee's employment status.

The Office of Legal Affairs will consult with the Background Investigation Committee as necessary in making determinations as to suitability of employment of employees arrested for and/or convicted of a crime.