

Criminal Arrests, Charges or Convictions	Procedure Number	493
	Effective Date	September, 30 2025

1.0 PURPOSE

This Administrative Rule sets forth the expectations for the process in the event an employee has a criminal arrest, charge, or conviction.

2.0 REVISION HISTORY


Adopted on:

3.0 PERSONS AFFECTED

All employees

4.0 PROCEDURES

College employees must report to their supervisor, within 24 hours or at the earliest possible opportunity thereafter, any criminal arrests, criminal charges or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine. Employees must cooperate fully during any review process undertaken by the university. Failure to make such a report or to cooperate with such a review shall constitute grounds for disciplinary action, up to and including termination.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Natalie Hibdon, Director of Human Resources	9/30/2025
Ratified by:	Joint Operations	
Recommended by Chancellor (Signature)		9/30/25
UA Policy Alignment:		