

10.03.03 Criminal Convictions

Original Approval: **DATE**

Last Updated: **DATE**

Last Reviewed: **DATE**

Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure compliance with all federal and state laws relating to employee working conditions, including but not limited to the [Students First Act](#), Code of Alabama 16-60-111.4, and Code of Alabama 16-60-111.7 and Alabama Community College System (ACCS) Board Policies.

The following ACCS policies are referenced in this policy:

[Board Policy 623.01](#)

[Chancellor's Procedures 623.01](#)

Scope:

This policy applies to all WCCS employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Employee: For the purposes of this standard, an employee is a person currently employed or a former employee whose employment terminated within the preceding year.

Details:

1. **Notification of Criminal Convictions:** An employee who is charged with or convicted of a felony must notify the conviction to the President of the College within five (5) days after the arrest, indictment, or conviction. The College may request additional information regarding the conviction as needed to assess any impact on the employee's duties at the College.
2. **Possible Termination of Employment:** A College employee may be terminated for conviction of a felony or misdemeanor involving moral turpitude of an offense that results in the imprisonment of the employee, or of an offense the nature of which can be reasonably construed to relate to the ability or likelihood of the respective employee to properly carry out their official duties.

Procedure(s):

1. Employee arrested, indicted, or convicted as reference above may email the President immediately but no later than within five (5) calendar days.
2. If the employee's manager/supervisor becomes aware of the arrest, indictment, or conviction of a felony or crime involving moral turpitude they are required to report such activity to the President of the College immediately after becoming aware of the arrest, indictment, or conviction.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable.