

## SAYDEL COMMUNITY SCHOOL DISTRICT

### EMPLOYEE NOTIFICATION OF ARREST, CRIMINAL CHARGE OR COMPLAINT OF CHILD ABUSE

Employees are expected to perform their assigned jobs, respect and follow Board of Education policies, and obey the law. In the event that employees experience any arrests, the filing of any criminal charges, the disposition of any criminal charges pending against them, and/or any charges relating to operating a motor vehicle while intoxicated, they must notify the Superintendent. Notification to the Superintendent should occur within five (5) business days of notification to the employee. Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate district vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Other employees need not report such traffic tickets.

Employees must notify the Superintendent of any child abuse complaints filed against them. Employees must notify the Superintendent regarding the findings of any complaint against them alleging child abuse. The Superintendent should be notified of any complaints and findings within five (5) business days of notification to employee.

Information relating to arrests, criminal charges and child abuse complaints will be treated as confidential and maintained as part of the employee's personnel file.

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

**Approved:** April 9, 2007

**Reviewed:** March 2018

**Revised:** August 2012