

PROCEDURE

Cancels: 062958

See Also: POL-0410-HR

Approved by: BOCC

Res. # 070124

PRO -0410-2- HR REPORTING CRIMINAL CONVICTIONS

Action By:

Action:

Employee

1. Is **convicted** of a drug/alcohol-related violation occurring in the workplace.
2. **Notifies** the Human Resources Director within 5 days of the conviction.

Human Resources

3. **Records** the notification.
4. **Notifies** the employee's Department Head/Elected Official.

Department Head/Elected Official

5. **Ensures** the employee has been **removed** from all safety sensitive functions.
6. **Determines** if the employee's duties are associated with federal contracts or grants
 - 6a. If no, **moves** to step seven.
 - 6b. If yes, **notifies** the appropriate federal agency within 5 days of the employee's notification.
7. **Determines** within 30 days if the employee will face disciplinary action or be required to participate in a rehabilitation program (If this decision has not already been made).

Employee

8. **Communicates** the decision to all federal agencies providing funding to the department.
9. **Communicates** the decision to the employee.
10. If disciplined, **prepares** and **acts** in accordance with all requirements.
11. If sent to rehabilitation, **follows** the steps required in policy POL--HR.
12. **Returns** to work under the rehabilitation requirements.