

<p><b>TUCSON UNIFIED</b> SCHOOL DISTRICT</p> <p><b>GOVERNING BOARD POLICY</b></p>	<p><b>POLICY TITLE:</b></p> <p>Current Employees Charged with a Crime – Requirement to Report</p>
	<p><b>POLICY CODE: GDFB</b></p>

**Criminal Charges** Any current employee charged with a crime (other than a minor traffic offense) shall report the charge to their supervisor 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 supervisor, in consultation with Human Resources and the Legal Department, shall review the nature of the charges, 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 pending resolution of the charge.

Charges that would render an employee ineligible for rehire under Policy GBQ and Policy Exhibit GBQ-E shall be reviewed for consideration of termination of employment. The lack of a criminal conviction does not preclude employment action being taken, including termination of employment.

**Outcome of Criminal Case** Any current employee shall notify the supervisor within 24 hours of the outcome of a criminal case.

**Criminal Conviction** Failure to report a conviction may result in appropriate disciplinary action, including termination of employment. The supervisor, in consultation with Human Resources, 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.

**Eligibility for Rehire** Convictions for any crime that would render an employee ineligible for rehire under Policy GBQ and Policy Exhibit GBQ-E shall result in termination of employment.

Any determination to return an employee to employment or to terminate an employee following criminal charges or a conviction shall be reviewed and approved by the superintendent. A record shall be maintained of the superintendent's approval.

Any employee terminated as a result of a criminal conviction shall be reviewed for Eligibility for Rehire following the process provided in Policy GBQ.

Adopted: \_\_\_\_\_

**LEGAL REF.:**

**A.R.S. §§**

15-512 - [Noncertificated personnel; fingerprinting personnel; background investigations](#)

15-534 – [Certificated personnel; fingerprinting; review and disciplinary action](#)

41-1750 – [Central state repository; department of public safety;](#)

**CROSS REF.:**

GCFC – Certification and Credentialing Requirements

IJOC – School Volunteers

GBQ – Eligibility for Rehire