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Resource Mary Roxer: Vice President Total Rewards and HR Operations
Policy Area Human Resources
Applicability Valley Health System - System Wide

Reporting Criminal Charges, HR525

Purpose:

In order that Valley Health System (VHS) ensure safe delivery of services to our customers, protect our employees, and protect our reputation in the communities we serve, active employees are required to provide information to VHS regarding criminal charges and/or convictions brought against them. This requirement applies to charges/convictions which pertain to activities which take place on employees' personal time as well as while they are at work.

Policy:

Employees who acquire criminal charges and/or convictions while employed by VHS must report the incident(s) within 72 hours or immediately upon return to work, whichever comes sooner.

Reporting Process:

For the purpose of this policy, criminal charges include barrier crimes and any other criminal charges resulting in misdemeanor or felony charges excluding minor traffic violations. Charges must be reported in writing using **VH Criminal Charge Report Form** (see attachment Employee Criminal Charge Report).

It is the employee's responsibility to report charges or indictments to their Department Directors. Department Directors must submit all criminal charge reports to their Human Resources Business Partner immediately upon receipt but no longer than 24 hours later. It is the employee's responsibility to notify their Director or designee within 72 hours of the outcome of said criminal charge(s). Failure of any employee to report **any** new criminal charges **when they occur** (as outlined above) may result in termination of employment.

EMPLOYMENT STATUS WHILE CHARGED AND UPON CONVICTION

Decisions regarding the employees' continued employment will be determined by the appropriate Department Director and Human Resources after consideration of the nature of the charges, the employee's performance and disciplinary record, the potential for negative impact on delivery of services, employee safety or the reputation of VHS, and other circumstances. Decisions pending final resolution of the charges may include allowing the employee to continue working or termination. Ultimately the final decisions in such matters will remain the sole discretion of Valley Health and may vary depending upon circumstances. Please note that VHS does not provide work release opportunities.

All Revision Dates

08/2021, 08/2016, 06/2013, 03/2010

Attachments

[Employee Criminal Charge Report](#)

Approval Signatures

Step Description

Approver

Date

Elizabeth Savage: CHIEF
HUMAN RESOURCES OFFICER

08/2021

Mary Roxer: Vice President
Total Rewards and HR
Operations

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