

Employment
Series 400

Policy Title: Notification of Criminal Charges and Child Abuse Complaints Code No. 412

Policy Statement

To maintain a safe environment for children, youth, and employees, Heartland AEA requires that employees promptly report all criminal charges or child abuse complaints filed against them.

Scope of Policy

This policy applies to all employees and may apply to independent contractors and volunteers depending on the function they perform for Heartland AEA.

Accountability Overview

Heartland AEA employees must notify human resources of the filing of any criminal charges or child abuse complaints within five days of notification to the employee. Subsequently, employees must also notify human resources of the disposition of such charges and complaints within five days of resolution. Information relating to criminal charges and child abuse complaints are treated confidentially and maintained as part of the employee's confidential file.

Employees who do not notify Heartland AEA as required under this policy may be subject to disciplinary action up to and including termination of employment.

Date of Adoption:
June 8, 2004
Reviewed: 5/12/2020
Amended: 12/13, 11/15