

Requirement to Disclose Criminal Convictions

As described in the Self-Disclosure of Criminal Convictions and Background Check Policy 4.15

Effective July 1, 2011

What is required: Disclose criminal convictions that occur on or after July 1, 2011 within three business days of the conviction. See your unit's Senior HR Professional or OHR Employment Law and Compliance Manager for a disclosure form.

Applies to all current:

- Faculty
- Staff
- Graduate associates and student employees
- Appointees – Individuals deemed to have an affiliation with the university in a non-compensatory capacity
- Volunteers
- Staff provided by third party vendors
- Auxiliary faculty that return to employment with a break in service of less than 12 months

Criminal convictions will not necessarily bar continued employment.

Once a conviction is disclosed, determination regarding suitability for continued employment will be made based on the information received and collected regarding the conviction.

Contact for Questions:

- Unit Senior HR Professional (*insert name and contact information here*)
- OHR Employment Law and Compliance Manager: 614-292-5688
- Policy Clarification – Office of Human Resources: 614-292-2800, ohrc@hr.osu.edu, hr.osu.edu
- Medical Center process – OSU Medical Center HR Shared Services: 614-293-4988