Self-Disclosure of Criminal Convictions
Faculty, staff, appointees, volunteers, applicants, employees of third party staffing vendors, graduate associates and student employees must disclose criminal convictions within three business days of the conviction.

1. **What types of convictions must faculty and staff disclose?**
   If individuals are found guilty, enter a guilty plea or plead no contest to a felony or misdemeanor they must disclose. Convictions that are classified as “minor misdemeanors” do not need to be disclosed.

2. **What is the definition of a felony and misdemeanor?**
   Under Ohio Law, a felony is typically punishable by a maximum prison sentence of more than six months while a misdemeanor is typically punishable by a maximum jail sentence of less than six months. Courts may impose fines or other penalties instead of a jail or prison sentence and an individual may be convicted of a felony or misdemeanor without being sentenced to either a fine or jail. Felonies and misdemeanors may be defined differently in other states or foreign jurisdictions.

   Convictions for felonies and misdemeanors include convictions for all criminal offenses, traffic tickets and municipal ordinance violations. Most minor traffic offenses are classified as minor misdemeanor offenses and this policy does not require individuals to report convictions for minor misdemeanor violations. Under Ohio law, minor misdemeanor traffic offenses are punishable by a maximum fine of $150 and often do not require the person charged to appear in court if they pay a ticket within a specified time period; this includes most speeding tickets and other violations such as failure to obey a red light, failure to use a turn signal, expired registration, etc. Parking violations are not required to be reported under this policy. If there is any doubt whether a conviction is considered a minor misdemeanor or more severe offense, error on the side of caution and disclose the conviction. All other traffic offenses, such as OVI (also referred to as OMVI, DUI or DWI [driving/operating a motor vehicle under the influence]), failure to stop after an accident (also referred to as “hit skip”) and driving under suspension, must be reported.

3. **How can current faculty, staff, graduate associates and student employees disclose convictions that occur while employed at the university?**
   Faculty, staff, graduate associates and student employees must complete the Self-Disclosure form and submit it to the unit SHRP or the OHR director of employee relations at 1590 N. High St., Suite 300, Columbus, OH 43201-2190, fax to 614-292-6199 or email to criminalconvictions@hr.osu.edu.

4. **How will the conviction and related information that current faculty, staff, graduate associates and student employees disclose be evaluated and by whom?**
   The SHRP and OHR director of employee relations will work together to make a determination on suitability for continued employment based on the information received and collected regarding the conviction. They will consult with others such as the dean or vice president, Academic Affairs and/or Legal Affairs, as appropriate.

5. **Where can I obtain additional information?**
   Visit hr.osu.edu/policy Policy 4.15 Contact Office of Human Resources, backgroundchecks@hr.osu.edu, 614-292-2800