



Self-Disclosure of Criminal Convictions, Policy 4.17 Frequently Asked Questions

Self-Disclosure of Criminal Convictions

Faculty, staff, appointees, volunteers, employees provided by third party staffing vendors, graduate associates, student employees and those working in activities and programs with minor participants in the course of their university duties must disclose criminal convictions within three business days of the conviction. Failure to disclose could result in corrective action and/or removal from a position working or volunteering in activities and programs with minor participants.

1. What types of convictions must be disclosed?

A conviction occurs when an individual is found guilty, enters a guilty plea, or pleads no contest, to a felony or to a misdemeanor. An individual must disclose these types of convictions. Criminal 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 disclosed. If convicted of an offense with the potential for the imposition of a jail or prison sentence, even if a jail or prison sentence is not imposed, err on the side of caution and disclose the conviction.

Parking violations are not criminal offenses and do not need to be disclosed.

2. What is the difference between a felony and a misdemeanor?

Under Ohio law, there are two major classifications of offenses, felonies and misdemeanors. Felonies and misdemeanors may be classified differently in other states or foreign jurisdictions. The potential penalty for conviction of a felony is no less than six months in state prison. Misdemeanors are less serious than felonies. The potential penalty for a conviction of a misdemeanor offense is no more than six months in jail. Minor misdemeanors are less serious offenses than misdemeanors. A minor misdemeanor does not carry a potential penalty of prison or jail time.

An individual may be convicted of a felony or misdemeanor, and a court may suspend all/some of the jail/prison sentence or fine by imposing other restrictions/requirements on an individual. Examples include, placing the individual under community control sanctions, placing an individual in a treatment program, or in the case of a minor misdemeanor, requiring the individual to perform community service in lieu of paying a fine.

3. How can current faculty, staff, appointees, volunteers, employees provided by third party staffing vendors, graduate associates, student employees and those working in activities and programs with minor participants disclose convictions that occur while involved at the university?

Individuals involved with the university must complete the Self-Disclosure form and submit it to the unit SHRP or the OHR director of employee relations in person at 1590 N. High St., Suite 300, Columbus, OH 43201-2190, fax to 614-292-6199, or email to hr-criminalconvictions@osu.edu.

4. How will the conviction and related information that current faculty, staff, appointees, volunteers, employees provided by third party staffing vendors, graduate associates, student employees and those working in activities and programs with minor participants disclose be evaluated and by whom?

The SHRP or designee and OHR director of employee relations or designee will work together to make a determination on suitability for continued involvement based on the information received and collected regarding the conviction. They may 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/policies-forms Policy 4.15

Contact Office of Human Resources, hr-backgroundchecks@osu.edu, 614-292-2800



Self-Disclosure of Criminal Convictions and Background Check, Policy 4.15 Frequently Asked Questions

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