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?**
   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, err 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, 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 criminalconvictions@hr.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 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/policies-forms Policy 4.15
   Contact Office of Human Resources, hr-backgroundchecks@osu.edu, 614-292-2800

**History**

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