

EUREKA COUNTY SCHOOL DISTRICT

REPORTING CONVICTIONS, INVESTIGATIONS, AND CHANGE OF
LICENSE

Reporting Convictions

All employees and volunteers are required to immediately report to the District Human Resources office arrests on allegations of having committed a felony, a crime involving moral turpitude, assault or battery upon a child, as well as a conviction, guilty or nolo contendere plea, or deferred adjudication on such charges, within one school day of such arrest or disposition.

Arrests and convictions shall not automatically impact the employees' employment or the volunteer's assignment. The District will make an assessment of the effect of the arrest and/or conviction to the essential duties of the position the employee holds or the duties the volunteer performs.

Reporting Investigations

All employees and volunteers are required to immediately report to their supervisor or manager if they are under investigation by a licensing board or other regulatory entity for actions related to their employment or volunteer assignment.

Reporting Change of License

An employee or volunteer must immediately notify his/her supervisor or manager of any suspension, restriction, or revocation of his/her driver's license, permit, or other license or certification required for the performance of his/her assigned job.