



## SUNY Orange Policies and Procedures

Policy Number	Policy Title
<b>BP3.10</b>	<b>Notification of Certain Convictions</b>

An employee of the College who has been convicted of a reportable crime during the course of the employee's employment is required to notify the College's Human Resources Office, in writing, on the first College work day following such conviction. For purposes of this policy reportable crimes include drug offenses as outlined in Policy BP3.5 and any offense that directly impedes or prevents the employee from completing the requirements and duties of his/her/their job. The College is not required to accommodate an employee's limitations if those limitations are created because of a criminal conviction. Failure to provide the College with timely notification of a reportable crime will result in termination of the employee's employment.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Amended: March 16, 2022