



MANUAL OF POLICY

TITLE	Personal Obligations	POLICY 6.030
LEGAL AUTHORITY	1001.64, 1001.65 F.S.	PAGE 1 of 1

All college personnel, employed on a full- and part-time basis, are expected to handle their personal, legal, financial, and social obligations in such a manner as to prevent the involvement of the college. Failure to comply with this policy may constitute grounds for personnel action up to and including termination.

Employees who have been arrested or convicted of a crime are required to notify the Human Resources Office of their status within two working days of the arrest or conviction. An arrest on certain charges may result in suspension with pay until resolution of the charges. The right to suspend with pay does not impinge upon the District Board of Trustees' right to discipline an employee at anytime and at any level up to and including termination. Convictions of certain crimes may subject the employee to termination in accordance with Manual of Policy 6.046, *Suspension and Dismissal*.

Date Adopted/Amended: 2-4-71, 2-16-89, 11-10-94, 11-7-96, 10-8-98, 11-13-08