




POLICY AND PROCEDURE STATEMENT

SUBJECT EMPLOYEE CONVICTION IN COURT OF LAW	PAGE 1 OF 1	DATE EFFECTIVE JULY 1, 2018	
SECTION/POLICY NO. 5.10	APPROVED BY  MAYOR  VILLAGE ADMINISTRATOR  PERSONNEL/BENEFIT COMMITTEE	SUPERSEDES NEW	
PREPARED BY VILLAGE ADMINISTRATOR		APPROVAL DATE	ISSUE DATE 12/31/2017
REFERENCE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES		

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. The Village will have a process in place to deal with employee conviction in Court of Law that projects the Village and complies with federal, state and local laws.

PURPOSE:

- I. To have a standardized process.

PROCEDURE:

1. The arrest or conviction of any employee for breaking a federal, state or local law outside work may be grounds for suspension, or dismissal, depending on the nature of the arrest or conviction as it relates to the position held by the employee. Careful consideration will be given to the effect the arrest or conviction has on the reputation and operation of the department and any of its programs.
2. Violating any federal, state or local law while at work may be grounds for dismissal depending on (1) the severity of the infraction; and (2) the overall status of employee performance and past conduct on the job.
3. The Appointing Authority after consultation with the Solicitor, and Department Heads where appropriate, shall decide the procedure to be followed.