

## PERSONNEL

FILE: GCDA-R

### EFFECT OF CRIMINAL CONVICTION

The Charlottesville City School Board will not hire or continue the employment of any part-time, full-time, temporary, or permanent personnel who are deemed unsuited for service by reason of criminal conviction or information appearing in the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services.

1. Individuals applying for employment for any position shall be required to disclose prior convictions of law other than minor traffic violations or juvenile offenses.
2. Applicants for any position must certify that they have not been convicted of any felony, a misdemeanor involving sexual assault, obscenity and related offenses, drugs, moral turpitude, or the physical or sexual abuse or neglect of a child, or an equivalent offense in another state. This would include a founded investigation of a child abuse or neglect complaint.
3. Such conviction or founded complaint shall bar employment, in accordance with state law. Further where a conviction relates to the suitability of an individual to perform duties in a particular position, such person may be denied employment.
4. If an applicant is denied employment because of information appearing on the criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the applicant.
5. If an applicant fails to provide accurate and truthful information regarding prior criminal history, such failure may be a bar to employment. If the applicant has been employed by Charlottesville City Schools, this failure may be grounds for termination.
6. If an applicant is seeking employment with Charlottesville City Schools and is currently employed by a school division in Virginia who has a reciprocity agreement for the sharing of criminal history record checks, the school division may use the results from that division versus having new criminal history checks completed.

An employee who is charged by summons, warrant, indictment, or information with the commission of a felony or a misdemeanor specified in Va. Code § 22.1-315 may be suspended in accordance with policies [GCPD](#) and [GDPD](#).

1. The procedures to be followed for any current employee who is charged as in the paragraph above shall be followed by the school division according to the Virginia Code.

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2. A copy of the process shall be included in the [Employee Handbook](#).
3. Any employee placed on probation by the judicial system shall be treated as a conviction and a finding of guilt.

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Legal References: Code of Virginia, as amended, sections 18.2-251, 19.2-83.1, 19.2-389, 22.1-78, 22.1-296.1, 22.1-296.2, 22.1-315, 63.2-1515.

Cross References: GCPD Professional Staff Members: Contract Status and Discipline  
GDPD Support Staff Members: Contract Status and Discipline