

## **Arrest of an Employee**

It is the policy of Wilberforce University that employees who are involved in a criminal act which presents a detrimental image to the University report their arrest. An employee who is arrested and charged with a misdemeanor or felony crime that is related or unrelated to the individual's employment with Wilberforce University will report such arrest to Human Resources within forty-eight hours. Failure to do so may result in immediate dismissal. At the discretion of Wilberforce University, depending on the circumstances of the arrest, the affected employee may not be permitted to work until such charges are concluded. In the event the employee is relieved of duty, the affected employee will remain on a leave without pay status until cleared or convicted of the crime.