

PROCEDURE LIT.2.08.02
CURRENT EMPLOYEES AND SELF-REPORTING

SCOPE: Faculty and Staff

1. Employees must report, in writing, to their supervisor or to the Human Resources Department within five business days:
 - 1.1. any arrest,
 - 1.2. criminal charge,
 - 1.3. criminal complaint,
 - 1.4. information,
 - 1.5. indictment,
 - 1.6. no contest plea,
 - 1.7. guilty plea,
 - 1.8. criminal conviction,
 - 1.9. deferred adjudication,
 - 1.10. period(s) of probation; or
 - 1.11. whether the employee is registered as a sex offender or will be required to register as a sex offender,excluding misdemeanor offenses punishable only by fine.
2. The LIT employee receiving an employee's self-report must promptly provide the information to the Human Resources Department.
3. LIT may determine that employment action is required, including but not limited to,
 - 3.1. reassignment,
 - 3.2. leave without pay,
 - 3.3. paid leave; or
 - 3.4. termination.
4. In the event the employee is unable to perform the essential functions of his or her job, LIT may terminate the employee's employment.
5. Subject to LIT's standard grievance and disciplinary procedures as applicable, falsification

or omission of records or failure to report as required by this policy or law is a violation of LIT policy and will lead to disciplinary action, up to and including termination.

Related Policies: LIT.2.08 Criminal Background Checks

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:

Adopted: June 2026

Reviewed:

Revised: