



HUMAN RESOURCES POLICIES AND PROCEDURES

Policy Name: CRIMINAL CONVICTIONS AND SANCTION POLICY

Policy Purpose: To ensure that employees are free from convictions or professional sanctions that would prohibit or restrict their employment at Main Line Health.

Policy Statement: All employees are required to report all criminal convictions or sanctions, and all restrictions, suspensions, or revocations (“sanctions”) action taken against them by any Federal, State, Local, or other professional entity(s). Reportable actions include infractions against professional licensure, certification, registrations, as well as criminal history, convictions, history of child abuse, and exclusions from managed care organizations, Medicare, Medicaid, or any other Main Line Health facilities, payor or provider, etc.

Procedure:

1. In the event a current employee of Main Line Health is convicted of a crime or has a reportable action taken against him/her during his/her employment, (s)he are required to report the conviction or action within seventy-two (72) hours of the date of the notice by the sanctioning body of the action to the Director of Human Resources. Any employee who fails to submit timely information regarding a criminal conviction or reportable action will be subject to corrective action as outlined in the Performance Management in a Just Culture Policy (See Performance Management in a Just Culture Policy- Policy# 2.10).
2. A copy of the notice of the conviction or reportable action shall be forwarded to the Human Resources Director.
3. In the event that information becomes available that contradicts or indicates that the employee may have falsified or submitted misleading information regarding a conviction or a reportable action, the employee may be subject to corrective intervention up to and including termination.
4. Main Line Health will consider the relevance of a criminal conviction or reportable action to the employee’s position, and whether the criminal conviction or reportable action relates to the employee’s suitability for employment in that job, the nature of the crime, the number or arrests or criminal convictions the employee has had, patient safety, and other legitimate business reasons.
5. Current employees must report any and all arrests by a law enforcement agency to the Director of Human Resources within seventy-two (72) hours of the arrest. Employees who are arrested on felony charges or charges related to their job responsibilities may be placed on personal leave in accordance with the Leave of Absence Policy (4.5)

6. Information provided regarding an employee's or prospective employee's sanction or reportable action shall be maintained confidentially by Human Resources and made available on a strict need-to-know basis.

Reference: Performance Management in a Just Culture Policy 2.10; Leave of Absence Policy 4.5

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