

**ST. LUKE'S-ROOSEVELT HOSPITAL CENTER
HUMAN RESOURCES POLICY AND PROCEDURE MANUAL**

Section/Policy Number: Safety & Health - #8002		
Subject: Disclosure of Criminal Convictions		
Effective Date: June 2003	Revised Date:	Supercedes:
Date Reviewed:		
Distribution: All employees at time of hire and to current employees via mail to home		

Policy:

The Hospital Center is committed to providing a safe environment for patients, staff and visitors. All employees are required to provide written notification to the Hospital Center if convicted of any crime. Failure to provide prompt and accurate disclosure will result in disciplinary action up to and including discharge.

Procedure:

1. An employee must notify the Vice President for Human Resources, in writing, of his or her conviction of any crime (misdemeanor or felony) in any jurisdiction no later than five (5) calendar days after such conviction.
2. The Vice President for Human Resources in conjunction with the Legal Department, and the employee's supervisor will review each case on an individual basis.
3. Failure to provide prompt and accurate disclosure will result in disciplinary action up to and including discharge.

Corp. Vice President for Human Resources _____

**ACKNOWLEDGMENT OF DISCLOSURE OF CRIMINAL
CONVICTIONS POLICY**

I have read St. Luke's – Roosevelt's Disclosure of Criminal Convictions Policy in its entirety. I understand the policy and I agree to abide by its terms.

Name (please print)

Signature

Date