
FALSIFICATION/OMISSION OF EMPLOYMENT INFORMATION

It is the policy of this Agency to take corrective action when a staff member has falsified, failed to report, or incorrectly reported background information on the application for employment, resume and/or any other employment or medical-related forms. The Executive Director will review the corrected or completed information. A decision will be made by the Executive Director and, in the case of Head Start employees, the Head Start Policy Council, as to whether the staff member will be allowed to continue employment in the same position based, on the effect the corrected or completed information would have had on the original employment decision if the information had been available at that time.

Procedure

1. For purposes of this policy, no attempt will be made to establish whether falsification or admission was deliberate or unintentional.
2. A staff member or supervisor must immediately report incidents of suspected falsification or omission of background employment information to the Executive Director, who may then complete an investigation of background employment information. A physician's release may be required if health or medical information has been falsified or omitted.
3. The staff member may be suspended, without pay, pending completion of the investigation if continued employment may pose a threat to the staff member's health or to the welfare of others.
4. In the event that the Executive Director determines that the falsified, omitted, or incorrect information would not have influenced the original employment decision, no action will be taken other than correcting information in the staff member's file.
5. If it is decided that the falsified, omitted, or incorrect information would have influenced the original employment decision, the Executive Director will review the corrected or completed information and decide if the staff member should:
 - Continue in the same position, with restrictions
 - Be reassigned to another position, if available
 - Be terminated.
6. Falsification of information may be grounds for immediate dismissal.