CRIMINAL REFERENCE CHECKS (NEW EMPLOYEES)

Policy #HR-07

ADMINISTRATIVE PROCEDURES

Authorization

These Administrative Procedures have been authorized by the Superintendent of Schools.

Scope

These procedures apply to all candidates for employment with the Board and administrators involved with employee selection.

Responsibility

It is the responsibility of the Director of Human Resources Services to ensure that Policy #HR-07 and these Administrative Procedures are implemented.

Implementation

These Administrative Procedures shall be implemented by the Coordinator(s) of Human Resources and/or those regional/school/work-site administrators responsible for employee selection.

Procedures

1. The Coordinator(s) of Human Resources (or designated regional/school/work-site administrator) shall:
   a) advise persons being considered for employment (by the Board) of the requirements under Policy #HR-07.

2. The Coordinator(s) of Human Resources shall:
   a) receive and review all criminal reference checks;
   b) identify any areas of concern;
   c) as appropriate, consult with the Board solicitor regarding the following factors:
      (i) the specific duties and responsibilities of the position in question and the relevance of the criminal charge(s) / conviction(s) to that position;
      (ii) the length of time since the charge(s)/ conviction(s);
(iii) rehabilitative or other efforts undertaken by the candidate;

(iv) the risk posed to students, employees, and Board property and equipment; and,

(v) such other factors as are deemed appropriate under the circumstances.

d) if area(s) of concern are deemed sufficient to recommend against the candidate’s employment with the Board, advise the Director of Human Resources Services; and,

e) maintain a centrally located, secure and confidential file of all criminal reference checks.

3. **Candidates for employment** with the Board shall:

   a) upon request of the Coordinator of Human Resources (or designated regional / school / work-site administrator), obtain and submit to the Coordinator(s) of Human Resources a suitable criminal reference check.

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