

**CHIGNECTO-CENTRAL
REGIONAL SCHOOL BOARD**

POLICY #HR-07

CRIMINAL REFERENCE CHECKS (NEW EMPLOYEES)

[BOARD MINUTE #06-2000, Page 3]

The Chignecto-Central Regional School Board is committed to providing the best possible programs and services to the students attending regional schools.

Accordingly, the Board recognizes its responsibility to employ only those persons who can be trusted to be caring, competent and conscientious in the provision of service to the regional school system.

In this regard, the Board requires that all persons being considered for employment (by the Board) present a criminal reference check acceptable to the Board prior to employment.

To this end, the Board expects the Superintendent of Schools (or designate) to prepare, implement and monitor procedures such that criminal reference checks are obtained, reviewed and considered prior to a person's employment with the Board.

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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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