



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Pre-Employment Screening

		Policy Number:	300.18
Adopted:	April 22, 2008	Former Policy Number:	n/a
Revised:	May 25, 2010, January 6, 2014 (reviewed)	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that it is in a position of trust with regard to its students, employees and volunteers. Accordingly, the Board shall take reasonable steps to provide and maintain a safe and secure learning and working environment through appropriate hiring policies.

Policy Statement:

It is the policy of the Board to ensure that:

1. All prospective employees will be screened prior to being hired and commencing work.
2. The Board shall not employ persons who have a criminal record wherein the record demonstrates an unacceptable level of risk to students, employees, volunteers or Board property. This policy applies to all persons who have received a conditional offer of employment, including individuals seeking re-employment by the Board. All pre-employment requirements must be met prior to the commencement of work.
3. The policy is applied consistently to all persons who have received a conditional offer of employment.

Glossary of Key Policy Terms:

Employee

An employee is an individual who agrees to work under an employment contract, including probationary and casual employees, for the Brant Haldimand Norfolk Catholic District School Board for a specified or indeterminate period of time. Salary or wages are paid to this individual and, from this payment, statutory deductions are made.

Re-employment

Return to employee status within six months of leaving the employ of the Board.

Screening

A process whereby a prospective employee is interviewed, references checked, a Criminal Background Check obtained and reviewed and any/all relevant documents submitted and reviewed. All Criminal Background Checks are to be current, meaning the search is conducted subsequent to the conditional offer of employment.

References:

Canadian Charter of Rights and Freedoms
Criminal Code
Criminal Records Act
Safe Schools Act
Student Protection Act
Youth Criminal Justice Act
Ontario Human Rights Code
Education Act
Municipal Freedom of Information and Protection of Privacy Act
Collection of Personal Information, Regulation 521/01
Hiring - Support Staff Policy
Hiring - Academic Staff Policy
Criminal Background Check Policy
Security of Schools, Buildings and Grounds Policy
Religious Education Qualifications for Academic Staff Policy



Pre-Employment Screening AP 300.18

Procedure for:	Superintendent of Education: Staffing; Principals, Managers, Human Resources Co-Ordinator	Adopted:	April 22, 2008
Submitted by:	Superintendent of Education: Staffing	Revised:	May 25, 2010
Category:	Human Resources	Reviewed:	January 6, 2014

Purpose

It is Board policy that all prospective employees participate in the pre-employment screening process. If an individual chooses not to participate, the application for employment will not be given further consideration.

Responsibilities

Superintendent of Education (Staffing)

The Superintendent of Education (Staffing) will coordinate the implementation of the pre-employment screening policy.

Human Resources Co-Ordinator

The Human Resources Co-Ordinator will verify the completion of the required pre-employment screening documentation.

Principals and Managers

Principals and Managers will ensure that the pre-employment screening forms are completed during the interview process and are submitted with the interview package.

Information

1. **Former employees** who return to active employment (re-employment) with the Board within six months are exempt from the requirements of the Pre-Employment Screening Policy. However, a Criminal Offence Declaration must be completed and accepted by the Board prior to the commencement of duties.
2. With the exception of prospective **temporary employees** who perform physically demanding tasks, a temporary employee who is hired for a short term, time definite contract of employment is exempt from the requirement to submit a Certificate of Fitness and a Tuberculosis test.
3. All offers of employment shall be conditional upon satisfactory completion of the requirements outlined in the policy and on the Pre-Employment Screening Form.

Procedures

1.0 Pre-Employment Screening Form

During the interview, the hiring supervisor will ensure that the candidate has completed Section A of the Pre-Employment Screening Form.

Upon completion of Sections A and B, the Pre-Employment Screening Form is to be forwarded immediately to the Human Resources Department.

Upon completion of Sections A and B, the Pre-Employment Screening Form is to be forwarded immediately to the Human Resources Department.

2.0 Required Documentation

The recommended candidate is required to submit the following documentation to the Human Resources Department:

- 2.1 Appropriate Certification
Certification related to the position for which the prospective employee is being recommended for employment is required.



- 2.2 **Certificate of Fitness to Work**
Prospective employees must be capable of fulfilling the essential duties of the job. The prospective employee must submit a certificate of fitness indicating that s/he is fit to perform the essential duties of the job for which they have received a conditional offer.
- 2.3 **Tuberculosis Test**
All prospective employees who work directly or indirectly with students shall submit a certificate confirming that they have completed a Tuberculosis test (Phase 1) within the last 12 months. All persons who react positively to such tests prior to their employment shall have an x-ray.
- 2.4 **Criminal Background Check**
Prospective employees are required to submit an original copy of a Police Criminal Background Check that is satisfactory to the Board. The Police Check must include a search of the following records: Criminal Record (Adult); Criminal Record (Young Person); Records of "Not guilty; not criminally responsible on account of mental disorder"; Pending charges and ongoing investigations under Federal statutes (and Provincial, if available); Relevant Occurrence reports; Probation, Prohibition and other Judicial Orders that are in effect. Where the position is one of authority or trust relative to students, prospective employees will be asked to provide a Vulnerable Sector Screening, which includes disclosure of a criminal record for a sexual offence for which a pardon has been granted or issued.
- 2.4.1 The Board, subject to 2.4.3 below, will not knowingly offer employment to any person with a record of criminal conviction for which a pardon has not been granted for the following type of offences:
- any sexual offence under the Criminal Code;
 - any violations under the Controlled Drug and Substances Act;
 - any criminal offence involving minors;
 - crimes of violence which include, but are not limited to, threats, assaults, and the use, possession or concealment of a weapon or imitation of a weapon;
 - propagation of hate literature or incitement to hatred;
 - possession, distribution or sale of any pornographic or violent material; and
 - other offences specifically related to the job or to children.
- 2.4.2 While the conviction of any of the above-noted offences would, in the normal course, present a bar to employment, the Board does recognize the principle of rehabilitation and may, therefore, consider the hiring of a person, after a full assessment, based upon consideration of the following factors:
- the specific duties and responsibilities of the position in question and the relevance of the police records, criminal charge(s), and/or conviction(s) to that position;
 - the length of time since the police record was established;
 - rehabilitative efforts undertaken;
 - the risk to the safety and security of students, staff, volunteers and/or Board property.
- 2.4.3 The Human Resources Department will examine the Criminal Background Check. If there is a concern, the information will be assessed by the designated Board contact. A meeting will be held with the candidate and the designated Board contact before a final recommendation to hire is made. The Board reserves the right to request the applicant provide additional information in order to further assess his/her application for employment.
- 2.4.4 The Criminal Background Check shall be received, reviewed and retained by the Human Resources Department in a secure file.

3.0 Costs

3.1 All pre-employment screening costs are to be paid by the prospective employee.

Definitions – N/A

References – N/A



PRE-EMPLOYMENT SCREENING FORM

Note: All offers of employment with the Brant Haldimand Norfolk Catholic District School Board shall be conditional upon satisfactory reference checks.

Position:	Candidate's Name:
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SECTION A - REFERENCE CHECK CONSENT FORM *(to be completed by the candidate)*

Prospective employees are required to submit a minimum of three (3) appropriate references.

I, _____ authorize the Brant Haldimand Norfolk Catholic District School Board to contact the persons or organizations listed below for the purpose of obtaining reference information, including information contained in my personnel file(s). These persons are authorized to disclose such information.

(Print Name)

Name	Position/Title	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ *Date*
_____ *Candidate's Signature*

SECTION B - REFERENCE CHECK SUMMARY *(to be completed by hiring supervisor)*.

All reference check notes are to be attached. A minimum of two references must be contacted prior to recommending a candidate for employment.

Name	Date	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

Recommendation

Recommended for Hire:
Recommended for future consideration:
NOT Recommended for hire:

_____ *Date*
_____ *Hiring Supervisor **

- * Recommendation for Hire must be authorized by the supervisor responsible, as listed below:
- | | |
|--------------------------------|-----------------------------|
| 1. Director of Education | 4. Principal/Vice-Principal |
| 2. Associate Director | 7. Manager |
| 3. Superintendent of Education | 8. Supervisor |

Sections A and B for all candidates must be forwarded to the Human Resources Department.

PRE-EMPLOYMENT SCREENING FORM

SECTION C - TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT

Conditional Offer of Employment	Accepted <input type="checkbox"/>	Declined <input type="checkbox"/>	Received	Accepted
Reference Check			<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Fitness to Work			<input type="checkbox"/>	<input type="checkbox"/>
Tuberculosis Test (within 1 year prior to hire date)			<input type="checkbox"/>	<input type="checkbox"/>
Criminal Background Check			<input type="checkbox"/>	<input type="checkbox"/>
Appropriate Certification/Documentation, as required			<input type="checkbox"/>	<input type="checkbox"/>

All Pre-Screening Requirements Completed

Verified by Human Resources

Date

SECTION D - RECOMMENDATION TO HIRE

The "Recommendation to Hire" form is to be presented to the appropriate Supervisory Officer for approval when the candidate fulfills all of the pre-employment conditions.



Brant Haldimand Norfolk Catholic District School Board

PRE-EMPLOYMENT CERTIFICATE OF FITNESS

The Brant Haldimand Norfolk Catholic District School Board requires all prospective employees, who have been given a conditional offer of employment, to submit a Certificate of Fitness. This information will be used to assess the need for accommodation in employment and to confirm that the individual is fit to perform the essential duties of the job being considered for.

Name of Applicant: _____

Position: _____

Note to Examining Physician:

- (a) Please take into consideration that this new position may involve a change of working conditions for your patient.
- (b) Where it is necessary to explain or qualify any of the information for this Certificate of Fitness, especially with respect to chronic mental or physical conditions, which must be considered in relation to the new position, please add your comments in the space provided.

I certify that _____ has been examined by me and found to be fit / not fit (**please circle**) to perform the essential duties of a _____ position with the Brant Haldimand Norfolk Catholic District School Board.

Date of Examination: _____

Comments: _____

Signed: _____

Physician's Name: _____

Physician's Address: _____

Date: _____

In accordance with Board policy, candidates for employment are responsible for any cost associated with the completion of this Certificate of Fitness form.

Enclosure: Job Description and/or Physical Demands Analysis