



SECTION:	Human Resources General	APPROVAL DATE:
SUBSECTION:	Hiring	November 3, 1997
POLICY NAME:	Pre-Employment Screening Practices	LAST REVISED:
POLICY NUMBER:	R.HRG.G.3	June 7, 1999

1. EMPLOYEE SCREENING

- 1.1 Employee screening is defined as one or several procedures that may be used by the Board to evaluate and make judgments about the suitability of an applicant to be hired.
- 1.2 Employees will be carefully selected. Screening methods used by the Board may include:
 - A. Pre-employment Screening
 - a) Completion of Application Forms
 - b) Conducting an Interview
 - c) Business, professional, volunteer, pastoral and personal reference checks
 - d) Medical tests
 - e) Pre-employment testing
 - f) Police records checks
 - g) Child abuse register checks
 - B. Screening in the Probationary Period
 - a) Orientation sessions
 - b) Training
 - c) Probation periods
 - d) Close supervision
 - e) Regular performance evaluation and monitoring
- 1.3 Prospective employees will be initially screened by the Human Resources Department according to existing procedures and in a manner appropriate to the position being applied for. In some instances additional screening will be the responsibility of the manager, supervisor, principal or supervisory officer.
- 1.4 This screening policy, regulations and subsequent procedures will be distributed to all schools and workplaces. These documents will be distributed to all candidates applying for positions with the Board.
- 1.5 A current police record check shall be requested from any prospective employee who applies for a position that will require the employee to work at an instructional site on a regular basis in the performance of his/her assigned duties. A police record check is considered one component of the screening process and is viewed as a final condition for employment.
- 1.6 To be acceptable the police record check submitted by the applicant must be dated no earlier than one month prior to the date of written application.
- 1.7 The positions governed by a requirement for a police record check may change from time to time but will include all positions in which employees have the opportunity for direct

contact with, or provide direct service to the students enrolled in the schools of the Board. In particular, when student contact is unsupervised or takes place beyond the premises of the Board, such employees are legally considered to be in a position of trust and may be subject to more intensive initial and on-going screening and supervision.

- 1.8 All employees are obliged to inform the appropriate supervisor if charged, tried or convicted of any offense under the Criminal Code or under other provincial or federal statutes, if that offence is relevant to the position held by the individual.

2. CONFIDENTIALITY AND RECORD KEEPING

- 2.1 Only the Superintendent of Human Resources may see personal information, including police checks unless another staff member requires the information in order to do his or her job.
- 2.2 Confidential information is shared with others only if it is necessary to the performance of their essential duties. Otherwise, confidential information will only be released with the consent of the individual.
- 2.3 Information received during the screening process will only be used in the process of determining if an applicant is suitable for a specific position.
- 2.4 Confidential information will be destroyed according to the Board's record retention schedule contained within the records management system. All relevant personal information should be maintained for at least one year after the departure of an employee.
- 2.5 The Human Resources Department will keep a minimum of personal information about an employee in personnel files.
- 2.6 The individual personnel files of employees will include only that personal information about the employee which is essential to the daily operation of the organization.

3. STANDARD OF CARE

- 3.1 The Wellington Catholic District School Board accepts its significant responsibilities with respect to its vulnerable clients, its students. The Board is aware that the standard of care expected from its employees is significantly higher and as such, many employees maintain positions that are legally deemed positions of trust.
- 3.2 The Board will strive to provide services and programs in an environment that is free of danger, harassment and abuse. It will strive to protect its students, staff and community from these hazards by taking reasonable measures to ensure the safety of its premises, and programs, by taking appropriate measures in relation to uninvited third parties who may enter the premises of the Board, and by carefully screening employees.
- 3.3 The Wellington Catholic District School Board will act quickly to investigate and resolve any complaints of harassment or abuse. (P.FBC.B.7) The Board will intercede with intent of stopping any wrongdoing, providing care for those who have been harmed, taking appropriate action with respect to the wrongdoer, and preventing any future occurrences of abuse or harassment.

4. ACCEPTANCE OR REJECTION OF APPLICANTS

- 4.1 Acceptance or rejection of an application for a position with the Wellington Catholic District School Board will be based on the demands and requirements of the position. These requirements may include specific skills and competencies and may also include traits of character and temperament.
- 4.2 The Board also recognizes the need to select the most qualified applicant for positions. Qualified is defined as the ability, experience, knowledge and aptitude of the candidate to perform the job.
- 4.3 The Wellington Catholic District School Board will not discriminate against any person in accordance with Human Rights legislation unless there is a bonafide reason related essentially and explicitly to the position being applied for.

- 4.4 Individuals with outstanding Criminal Code convictions or charges pending for certain offences will not be accepted for a direct service position with students, where offences are related to a bona fide occupations requirement or qualification. These offences include but are not limited to, the following:
- a) physical or sexual assault
 - b) current prohibition or probation orders forbidding the individual to have contact with children under the age of 14
 - c) indictable criminal offences for child abuse
 - d) outstanding convictions or charges pending for any violent offence, whether or not it involved weapons
 - e) outstanding convictions or charges pending for criminal driving offences
 - f) individuals with outstanding convictions for provincial offenses related to a bona fide occupational requirement or qualification may be excluded from a position of trust, depending upon the circumstances
 - g) Applicants may be rejected as a result of other information gained during the police records check process or through the screening process as a whole.
- 4.5 The applicant has the right to know why he or she is being refused employment, and may appeal to the Board. An appeal to the Board will be resolved through the Complaints Policy. (P.FBC.B.4)
- 4.6 Should an applicant provide false information to the Wellington Catholic District School Board during the course of pre-employment screening, the applicant will be disciplined or dismissed immediately.

5. AUTHORITY FOR DECISION MAKING

- 5.1 The Board will continue to develop clear and objective policies and principles with respect to screening. The Board accepts that screening is a matter of good management and the exercise of good judgment. The Board authorizes the Director of Education to exercise his or her judgment with respect to these matters, based on the mission statement and governing values of the Board. The Board will continue to support the decisions of staff members made on this basis.
- 5.2 The Board recognizes that making day to day personnel decisions is the responsibility of staff but does expect a report of any incident or occurrence related to screening which may cause an individual to appeal to the Board or which may present difficulty for the Board.