

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Corporate Services	Policy No.	32.1
Section:	Human Resources	Issued:	April 27, 2009
Subject:	Criminal Background Check	Effective:	May 30, 2011
Council Resolution # and Date:	Council Resolution No. 424 of May 30, 2011	Page:	1 of 6
		Replaces:	32
Issued by:	Chris Cvik, Director of Corporate Services	Dated:	April 27, 2009
Approved by:	Chris Cvik, Director of Corporate Services		

1 POLICY

- 1.01 As a condition of employment with the City of Prince Albert all employees must provide proof of a clear or satisfactory criminal background.
- 1.02 Every new employee of the City will provide a satisfactory criminal background check. Employees working with children are also required to undergo a vulnerable sector search.
- 1.03 Returning employees who work with children are required to provide a satisfactory criminal background check with vulnerable sector search.

2 PURPOSE

- 2.01 The purpose of the Criminal Background Check Policy is to establish clear guidelines for standards of employment with the City of Prince Albert.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all City employees excluding the employees of the Prince Albert Police Service.

4 RESPONSIBILITY

- 4.01 Human Resources is responsible for ensuring compliance with the Policy.
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5 DEFINITIONS

- 5.01 **“Returning Employee”** is any employee that has been on layoff for a period of six (6) months or greater.
- 5.02 **“New Employee”** is any employee not defined as a returning employee who has received an offer of employment with the City of Prince Albert.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6..01 N/A

7 PROCEDURE – Returning Employees

7.01.1 Notice to Obtain Criminal Background Check

- (a) Returning Employees will be notified by Human Resources or the hiring department if they will be required to obtain a criminal background check with vulnerable sector search during the time of recall.

7.01.2 Obtaining the Criminal Background check with vulnerable sector search.

- (a) An employee who lives within Prince Albert will be required to obtain a criminal background check with a vulnerable sector search from the Prince Albert Police Service. The employee must pick up a letter from Human Resources or the hiring department prior to going to the Police Service.

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- (b) An employee who has lived outside of Prince Albert for a minimum of six (6) continuous months immediately preceding the recall for a position with the City of Prince Albert will be required to obtain the criminal background check from the Royal Canadian Mounted Police (RCMP) or the city in which he/she lives. The employee must pick up a letter from Human Resources or the hiring department prior to going to the RCMP.
- (c) Criminal background checks and vulnerable sector searches for returning employees will be obtained at the employee's expense.

7.02 PROCEDURE – New Employees

7.02.1 Notice to Obtain Criminal Background Check

- (a) Potential new employees will be informed of the Criminal Background Check Policy during the interview and will be asked if they have been convicted of a criminal offense for which they have not received a pardon.
 - (b) Successful candidates will be notified by Human Resources or the hiring department to obtain a criminal background check prior to commencement of the position. In addition, successful candidates who work with children will be notified of the requirement to obtain a vulnerable sector search.
 - (c) Under circumstances where there is a short turn-around time between the interview and hiring date for a position, candidates will be asked to sign a Criminal Background Declaration during the interview.
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7.02.2 Obtaining the Criminal Background Check – New Employees

- (a) An employee who lives within Prince Albert will be required to obtain a criminal background check from the Prince Albert Police Service. If the employee works with children, they are required to obtain a vulnerable sector search. The employee must pick up a letter from Human Resources or the hiring department prior to going to the Police Service.
- (b) An employee who has lived outside of Prince Albert for a minimum of six (6) continuous months immediately preceding the interview for a position with the City of Prince Albert will be required to obtain the criminal background check with vulnerable sector search if applicable from the Royal Canadian Mounted Police (RCMP) or the city in which he/she lives. The employee must pick up a letter from Human Resources or the hiring department prior to going to the RCMP.
- (c) Criminal background checks and vulnerable sector searches for new employees will be obtained at the employee's expense.
- (d) All employees are responsible to ensure that the criminal background check with vulnerable sector search if required are received by the Human Resources office prior to commencing employment with the City.

7.03 Timeframe

- 7.03.1 Timeframe for providing the criminal background check with vulnerable sector search to the Human Resources office.

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- (a) All employees are required to provide his/her criminal background check with vulnerable sector search (if required) prior to the commencement of the position. A criminal background check or vulnerable sector search that has been completed within the prior six (6) months is acceptable.
- (b) In a circumstance where an individual is required to commence employment in a timeline not sufficient to obtain a criminal background check or vulnerable sector search, the employee must provide the receipt of payment for the criminal background check upon commencement of employment.

An acceptable receipt of payment is:

- The receipt that is received when a criminal background check is purchased.
 - The bottom portion of the letter for returning employees signed by the Prince Albert Police Service confirming that the criminal background check has been requested.
- (c) Employees have two (2) weeks from the day they are offered the position or recalled to provide a satisfactory criminal background check to the Human Resources office. Failure to provide a satisfactory criminal background check within the two (2) week timeframe will result in automatic termination of employment with the City of Prince Albert unless a valid reason for not having the criminal background check is provided.

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7.04 Existence of a Criminal Record

- 7.04.1 If a candidate declares that he/she may have a criminal record, and is the successful applicant, he/she will be unable to commence employment with the City until a criminal background check is received and he/she is determined to be suitable for hiring.
- 7.04.2 A review of the convictions will be conducted by Human Resources on an individual basis.

7.05 Appeal Process

- 7.05.1 Upon a disagreement of the decision of the suitability of the employee or potential employee based on the information from the criminal background check, an employee, potential employee, or hiring manager may appeal to the City Manager who will review the decision.