



PERSONNEL MANUAL

POLICY AND PROCEDURE

APPROVED BY: _____ **NUMBER:** P2-60
Executive Director

DATE: 31 Mar 92, R30 Jun 94, R02Mar 00, r07 Apr 05, **PAGE:** 1 of 2
R06 Nov 08, R20 Jan 11, R22 Jan 15

CATEGORY: HIRING

SUPPORTING DOCUMENTS: **REF:** P8-60
Offence Declaration, SharePoint

HIRING / OFFENCE DECLARATION

POLICY:

PRE-EMPLOYMENT MEDICAL

Following the conditional offer of employment, successful candidates must have a pre-employment medical. They must show proof of medical fitness to perform the usual duties of the job. Any cost for a pre-employment medical note will be the responsibility of the applicant.

CRIMINAL REFERENCE CHECKS and OFFENCE DECLARATION

Criminal reference checks (including a vulnerable sector search) must be provided by all successful applicants following their conditional offer of employment and before starting their employment at the Centre. Any cost for a criminal reference check will be the responsibility of the applicant.

Successful candidates with a criminal record will not be disqualified automatically. Consideration will be given to:

1. the specific duties and responsibilities associated with the position,
2. relevance of the particular criminal conviction to the position, and
3. risk posed to clients, staff and resources of Grandview as a result of employing the candidate in the position.

HIRING / OFFENCE DECLARATION

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In an unusual and urgent circumstance, where it is not possible to acquire a timely criminal record check from a police authority, and with the express written approval of the Executive Director, a candidate may begin employment upon the completion of an Offence Declaration, as attached. **If, subsequent to such a hire, a false statement or an offence which would have made the candidate ineligible for hire is discovered, the employment contract will be terminated immediately.**

Additionally, all staff will be required to update their offence declaration at the commencement of each calendar year. Such declaration may be shared if required under Regulation 322 – Collection of Personal Information, and collected and disclosed under Section 29 of the Municipal Freedom of Information and Privacy Act (MFIPPA) for staff working in regulated Partners' facilities (i.e. School Board).

PROCEDURE:

1. Once a verbal offer of employment has been made and verbal acceptance has been received, a written conditional offer of employment is prepared by the Human Resources Manager in conjunction with the manager of the hiring department/program. The letter of offer must include:
 - a. position title
 - b. position description
 - c. salary (to be confirmed by the Executive Director if appropriate)
 - d. benefit package information if applicable
 - e. valid driver's licence and access to motor vehicle if required
 - f. vacation entitlement if eligible
 - g. starting date
 - h. probationary period
 - i. Requirement to be legally entitled to work in Canada (i.e., evidence of valid work permit or landed immigrant status)
 - j. requirement for the employee to obtain (and provide results of) a criminal reference check, including vulnerable sector screening
 - k. requirements for pre-employment medical suitability
 - l. requirement to bring verification of education where applicable
 - m. specific conditions which may apply to professional qualifications and licensure
 - n. hours of work i.e.: evenings/ weekends

HIRING / OFFENCE DECLARATION

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2. Two copies of the conditional offer of employment are forwarded to the potential employee. The employee is requested to sign and return one copy while keeping the other for her personal file as an indication of acceptance of the terms of employment.
3. Documentation that the criminal reference check has been carried out will be noted on the employee file and a copy of the document will be kept in the employee's personnel file. Upon obtaining results of criminal reference check:
 - a. If there is no record of criminal convictions, the condition on the offer of employment is removed.
 - b. If a criminal conviction is identified, determine whether the candidate's record of criminal convictions would contravene any of the bona fide occupational requirements for the particular job.
 - i. If it is decided that the criminal convictions are not in violation, withdraw the condition on the offer of employment.
 - ii. If it is decided that the criminal convictions do violate bona fide occupational requirements, void the offer of employment, and advise the candidate (verbally and in writing), and return criminal record check report(s) to the candidate.
4. Upon receipt of written acceptance from applicant:
 - a. Post announcement of hiring of the successful candidate. (See Notification of Hires, Transfers and Resignations, P8-60.)
 - b. Respond to all unsuccessful applicants who were interviewed.
 - c. Mark all unsuccessful applications with a discard date which may be from one month to two years in duration.