

Background Checks

Purpose *Given the nature of the work done by ASC, to reduce risk to the clients and the association, background checks are conducted on all successful applications.*

Policy Statement *ASC requires completion of a criminal record with vulnerable sector check (CRC) for all employees commencing employment with ASC. Only those criminal record checks completed within the last 3 months prior to commencement will be considered current.*

In addition, in areas or situations where employees commencing employment may be working with children, youth and families, a Child Intervention Record Check (CIRC) is also required to be completed, with successful employment.

All employees that deliver services to adults, children, youth and families will be required to have a repeat CRC completed minimally every three years or at more frequent intervals if required by contract or at the discretion of ASC. Those employees that deliver services to children, youth and families will also be required to complete the CIRC minimally every 3 years or at more frequent intervals if required by contract, or at the discretion of ASC. Continuing employment is based on the results of the checks in relation to risk to people, property or reputation.

At any time during employment, after completion of an initial CRC, or between intermittent CRC's, if an employee is charged with or convicted of any criminal offense, it is required that the employee disclose this information to the Executive Director/Area Program Director. Failure to disclose charges or convictions can result in immediate dismissal.

Binder(s):	Human Resources	Page:					1 of 1
Section(s):	Terms & Conditions of Employment	A	92-06-26	R	94-10-17	R	97-11-10
Program Area(s):		R/R	00-11-02	R/R	03-06-19	R/R	April 25,2005
		R/R	Sept 26/13	R/R	Nov 29/18		

Background Checks

Pre-Employment

1. During the interview process, all applicants are made aware of the requirements to obtain a Criminal Record with Vulnerable Sector Check (CRC) and where required a Child Intervention Record Check (CIRC).
2. Successful applicants will be provided with the letter from ASC indicating the requirements for the CRC. The applicant is then responsible to contact the RCMP for completion of the check and is also responsible to pay the associated cost. Following successful completion of the probationary period, upon submission of the receipt of the cost of the CRC, the employee is eligible for re-imbusement.
3. Successful applicants requiring a CIRC will be directed in the process of obtaining one.
4. It is the responsibility of the successful applicant to personally return the completed forms to the nearest ASC office, protecting their own confidentiality by ensuring the completed check is returned in a sealed envelope.
5. The completed check(s) are then forwarded as required, processed by the administration designate who then sends them to the Executive Director/Area Program Director for review.
6. If the CRC indicates that the applicant has a record, the Executive Director/Program Director will advise that further disclosure, and verification through RCMP will be required. Employment will be contingent upon the nature of the offense in relation to risk to people, property or reputation. Program Directors will advise the Executive Director of any concerns related to the criminal record check.
7. Any concerns related to the CIRC checks need to be referred to the Executive Director for determination of follow up.
8. The Executive Director/Program Director will sign on the employee commencement form that required checks have been completed and are acceptable. Checks are retained on employee files. To ensure employee confidentiality the checks, and any documented rationale of the decision making used to determine potential for employment or discontinuance of employment are placed in sealed envelopes to be opened/accessed only by the Executive Director/Area Program Director.

Binder(s):	Human Resources						Page:	1 of 2
Section(s):	Terms & Conditions of Employment	A	92-06-26	R	94-10-17	R	97-11-10	
Program Area(s):		R/R	00-11-02	R/R	03-06-19	R/R	April 28, 2005	
		R/R	Sept 26/13	R/R	Nov 29/18			

Post-Employment

1. Subsequent checks will be completed at the required intervals with the same process of review. Reimbursement for the cost shall be provided.
2. At any point in employment with ASC, should an employee be charged with a criminal offence, the employee must make arrangements to speak directly to the Executive Director/Area Program Director to disclose the information related to the charge.
3. Area Program Directors must consult the Executive Director for handling and required follow up.

Binder(s):	Human Resources						Page:	2 of 2
Section(s):	Terms & Conditions of Employment	A	92-06-26	R	94-10-17	R	97-11-10	
Program Area(s):		R/R	00-11-02	R/R	03-06-19	R/R	April 28, 2005	
		R/R	Sept 26/13	R/R	Nov 29/18			