

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

SUBJECT:

EMPLOYMENT/VOLUNTEER
SUITABILITY EVALUATION PRACTICES

3A:19



POLICY STATEMENT:

The Huron-Perth Catholic District School Board acknowledges its duty of care to students and staff and its shared responsibilities with both Church and home. The Board believes that the careful selection of all personnel, whether remunerated for service or classified as a volunteer, is critical to the success and safety of the programs and services offered to students. All persons entering the service of the Huron-Perth Catholic District School Board will participate in a suitability evaluation that is respectful of the legislated rights of the individual appropriate to the nature of the position applied for and subject to the following procedures.

PROCEDURE:

1. Suitability evaluation is defined as one of several procedures and sets of criteria that may be used by the Board to evaluate and make judgments about the suitability of an applicant to be hired by or to serve in a volunteer capacity with the Board.
2. This policy will be distributed to all schools and workplaces. This document will be made available to all candidates applying for positions with the Board.

PROSPECTIVE VOLUNTEERS:

3. Volunteers may assist Board staff and participate at schools subject to this policy and any other policy of the Board and subject to the directions, or criteria established from time to time by any of the Managers, Supervisors, Principals or Supervisory Officers.
4. Candidates for volunteer positions with the Board shall be subject to Suitability Evaluation procedures and criteria established by the Board, a Manager, a Supervisor, a Principal, or a Supervisory Officer from time to time. The procedures and criteria relating to volunteers may or may not involve the same procedures and criteria which apply to candidates for employment with the Board. The Board reserves the right to reject a candidate for a volunteer position for any reason including, without limitation, any reason prescribed by this policy or the criteria of the individuals referred to in the first sentence of this section 4.

continued

PROCEDURE:

5. Without limiting the generality of section 4, candidates for volunteer positions on a permanent or semi-permanent basis (i.e., once per month or more frequently) are required to supply the Board, with a criminal reference check – Vulnerable Sector Screening dated no earlier than six (6) months prior to the date of the Board’s, Manager’s, Supervisor’s, Principal’s or Supervisory Officer’s consideration of the candidate for the volunteer position. Volunteers continuing from year to year shall be required to submit a Criminal Offence Declaration each September. Forms should be submitted to the Principal who will store them in a secure location with the utmost respect to the confidential nature of the material. Cost of the criminal reference check – Vulnerable Sector Screening shall be paid by the Board.

i.e. (volunteers who assist in the school once per month or more frequently, supervisors on overnight excursions).

6. All candidates for volunteer positions with a criminal conviction must provide the Board with a copy of their criminal record in accordance with the procedures set out in the second paragraph of section 11 below. The Board reserves the right to reject a candidate for a volunteer position based on the candidate’s prior criminal conviction of any offence regardless of its nature and without the requirement of any notice to or consultation with the candidate. In any event, the Board shall not permit a candidate to serve as a volunteer where, based on the considerations referred to in section 12(a) through (d), the candidate would not be considered suitable to serve as a volunteer on the Board’s behalf.

PROSPECTIVE EMPLOYEES:

7. Employees will be carefully selected. Suitability evaluation methods used by the Board include:

A) *Pre-employment Evaluation:*

- a) completion of application forms
- b) conducting an interview
- c) business, professional, volunteer, pastoral and personal reference checks
- d) medical tests (TB test)
- e) pre-employment testing
- f) criminal reference check – Vulnerable Sector Screening

B) *Evaluation in the Probationary Period:*

- a) orientation sessions
- b) training
- c) probation periods
- d) regular performance evaluation and monitoring

continued

PROCEDURE:

8. The application package of prospective employees will be initially evaluated by the Manager of Human Resources in a manner appropriate to the position being applied for. Additional evaluation will be the responsibility of the manager, supervisor, principal or supervisory officer.

9. A current criminal reference check – Vulnerable Sector Screening shall be requested from any prospective employee who has been conditionally hired. A criminal reference check is considered one component of the evaluation process and is viewed as a final condition for employment. Only an original criminal reference check – Vulnerable Sector Screening will be accepted.

10. To be acceptable, the criminal reference check – Vulnerable Sector Screening submitted by the applicant must be dated no earlier than six months prior to the date of hire unless the prospective employee is a teacher who has received their Certificate from the College of Teachers within the last six (6) months. The cost of the criminal reference check will be borne by the applicant.

11. All conditionally hired employees with a criminal conviction must provide the Board with a copy of their criminal record, which has been obtained from the RCMP and verified with fingerprints.

To comply, the candidate should be fingerprinted at a local police station, and submit the fingerprint form together with a waiver to disclose information to the RCMP. The cost of fingerprinting and the cost of the criminal record will be borne by the applicant.

Only candidates who provide a copy of their criminal record can be considered for placement on an eligibility list or for a specific position.

12. The Manager of Human Resources will examine the criminal reference checks to identify any areas of concern. Candidates with a criminal record who are otherwise suitable shall not be automatically disqualified, and the Board in making its hiring decisions shall be subject to the provisions of the Human Rights Code (Ontario), as amended, and other applicable legislation. Any mitigating circumstances must be assessed before a final decision with respect to suitability is made. The following factors will be considered where applicable:

- a) the specific duties and responsibilities of the position in question and the relevance of the criminal conviction(s) to that position;

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PROCEDURE:**12. continued**

- b) the length of time since the conviction(s);
- c) rehabilitative or other efforts undertaken;
- d) the risk posed to students, employees, and Board property and equipment.

Prior to making a final decision regarding suitability, the Manager shall contact the candidate in writing and provide the candidate with an opportunity to make submissions to the Director of Education regarding the criteria set out in this section 12. The candidate can make these submissions orally or in writing at his or her request but must do so prior to the time limits set out in the written notice received by him or her from the Manager. Final decision for suitability will be made by the Director of Education in consultation with the relevant Principal(s), Manager(s), Supervisor(s) and/or Superintendent. At the written request of the candidate made within ten (10) days of the Board's decision, the Board shall provide reasons for its decision that a candidate is not suitable for a position with the Board based on the criteria set out in this section 12.

13. Criminal reference checks of prospective employees will be secured in a central confidential file by the Manager of Human Resources and will be kept separate from individual personnel files. Criminal reference checks of volunteers will be stored in a secure location at the school with utmost respect to the confidential nature of the material.

CURRENT EMPLOYEES

14. All current employees will provide to the Board an annual Offence Declaration in accordance with Regulation 521/01, as amended by Regulation 323/03.
15. Employees who fail to provide a signed Offence Declaration form by the date prescribed by the Board may be suspended without pay until the form is received.
16. Offence Declarations of employees will be secured in a central confidential file by the Manager of Human Resources and will be stored separate from individual personnel files.

BOARD APPROVAL:

March 30, 1999
August 30, 2004

EFFECTIVE DATE:

September 1, 1999
August 31, 2004

FOR HURON COUNTY APPLICANTS

FOR PERTH COUNTY APPLICANTS OTHER THAN
THOSE RESIDING IN THE CITY OF STRATFORD

ALL STRATFORD RESIDENTS MUST GO TO THE
STRATFORD POLICE DEPARTMENT IN PERSON