



PRE-EMPLOYMENT SCREENING

Date Approved: 1999 11 11

Projected Review Date: 2001 11

Policy Statement: It is the policy of The Hamilton-Wentworth District School Board to ensure that all prospective employees will be screened prior to being hired and commencing work.

Rationale: The Board is in a position of trust with regard to its students, employees, and volunteers. The Board shall take reasonable steps to provide and maintain a safe and secure learning and working environment.

RESPONSIBILITY: Superintendents of Education, Superintendent of Business & Treasurer, Superintendent of Plant, Superintendent of Instructional Services, Director of Education

OPERATING PROCEDURES:

Definition of Employee:

- (a) An employee is an individual who agrees to work in a contract for services, on a full-time or part-time basis, for The Hamilton-Wentworth District School Board (the Board) for a specified or indeterminate period of time. Salary or wages are paid to this individual, and from this payment deductions are taken for Canada Pension Plan, Income Taxes, and Employment Insurance.
 - (b) Individuals who have left the employ of the Board and who return to employee status within one year are exempt from the procedures outlined in this policy.
1. The Board will require the following to be completed as part of the pre-employment process:
 - (a) reference check
 - (b) certificate of good health
 - (c) tuberculosis test
 - (d) WHMIS training
 - (e) police records check
 - (f) appropriate certification as required
 2. All pre-employment screening costs are to be paid by the prospective employee.
 3. Prior to the recommendation to hire, the supervisor must complete Section C of the Pre-employment Screening form.

4. Prior to commencing employment, the Human Resources Department must have verified the completion of Sections D and E of the Pre-employment Screening form.
- 4.1 Certificate of Good Health:
The prospective employee must submit a recent (within 3 months) certificate of good health indicating that he/she is in good health. Prospective employees must be capable of fulfilling the essential duties of the job.
- 4.2 Tuberculosis Test:
All prospective employees must submit a certificate confirming that they have completed a Tuberculosis test (phase 1) within the last 12 months.
- 4.3 WHMIS Training:
In accordance with Sections 42(1)(2)(3) of the Occupational Health and Safety Act (OHSA), all new employees must receive WHMIS training and provide documented proof prior to commencing employment. New employees who have received WHMIS training within the past twelve months must provide written documentation.
- 4.4 Police Records Check:
 - 4.4.1 The Board, subject to 4.4.3 below, will not knowingly offer employment to any person with a record of criminal conviction for which a pardon has not been granted. The following offences especially compromise the safety and well-being of its students, employees, and volunteers:
 - (a) any sexual offence under the Criminal Code;
 - (b) any violations under the Controlled Drug and Substances Act;
 - (c) any criminal offence involving minors;
 - (d) crimes of violence which include, but are not limited to, threats, assaults and use, possession or concealment of a weapon or imitation of a weapon;
 - (e) propagation of hate literature or incitement to hatred;
 - (f) possession, distribution or sale of any pornographic or violent material;
 - (g) other offences specifically related to the job.
 - 4.4.2 While the conviction of any of the above noted offences would, in the normal course, present a bar to employment, the Board does recognize the principle of rehabilitation and may therefore consider the hiring of a person after a full assessment based upon consideration of the following factors:
 - a) the specific duties and responsibilities of the position in question and the relevance of the police records, criminal charge(s), and/or conviction(s) to that position;
 - b) the length of time since the police record was established;
 - c) rehabilitative efforts undertaken;
 - d) the risk posed to the safety and security of students, staff, volunteers and/or Board property.
 - 4.4.3 The Human Resources Department will examine the Police Records Check. Where there is a concern, the information will be assessed by a supervisory officer. A meeting will be held with the candidate and the appropriate supervisory officer before a final recommendation to hire is made.

Legislative Authority:

Canadian Charter of Rights and Freedoms

the Criminal Code

the Ontario Human Rights Code

the Police Services Act

the Child and Family Services Act

the Young Offenders Act

the Municipal Freedom of Information and Protection of Privacy Act

the Education Act

Policy/Program Memorandum #77.

the Occupational Health & Safety Act

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

PRE-EMPLOYMENT SCREENING INFORMATION

1. It is Board policy that all prospective employees participate in the pre-employment screening process. If an individual chooses not to participate, the application for employment will not be given further consideration.

2. During the interview the supervisor will ensure that the candidate has completed Sections A and B of the Pre-employment Screening form.

The supervisor must check references and complete Section C of the Pre-employment Screening form.

Upon completion of Sections A, B, and C, the Pre-Employment Screening form is to be forwarded immediately to the Human Resources Department.

3. The recommended candidate is required to submit a Police Records Check from the Hamilton-Wentworth Regional Police Department.

The Police Records Check shall be received, reviewed, and retained by Human Resources in a secure file.

4. All pre-employment screening costs are to be paid by the prospective employee.

5. All offers of employment shall be conditional upon satisfactory completion of the requirements outlined in the policy and in the pre-employment screening form.