

PATHWAYS ABILITIES SOCIETY

PROCEDURE: CRIMINAL RECORD CHECK

Applies to: All Personnel, Volunteers and Home Share Contractors

Original Approval Date: 1993

Date Approved: June 28, 2021

Replaces Procedure Dated: February 20, 2017

1. All relevant applicants (employees, volunteers and contractors) are informed that a satisfactory criminal record check is a requirement of employment, volunteering or contracting.
2. If the applicant has completed the criminal record review process with another agency, the People and Culture Manager or designate submits a Sharing Form to the review body.
3. Applicants are provided with a copy of the correct criminal record check form and completes the form.
4. The person completing the criminal record check with the applicant verifies the information on the form, obtains a signature from the Executive Director or Activity Quality Assurance Manager/LPN, and submits the form via fax. They advise the applicants to forward the email regarding payment to ed@pathwayskelowna.ca.
5. The Executive Director or designate:
 - Processes the payment.
 - Notifies the Finance Manager and People and Culture Manager that the payment has been processed and to deduct the cost from their pay cheque or home share contract.
 - Once the completed criminal record check is received, gives it to the appropriate person with the original application for filing.
6. The People and Culture notifies the appropriate staff that the check is completed.
7. If the form indicates that a criminal record exists or there are outstanding charges, the executive director reviews the record or charges to determine if the person is suitable for employment, volunteering or contracting.
8. The Executive Director will notify the applicant.

Current Employees, Volunteers and Home Share Contractors

1. If a current employee, volunteer or home share contractor is charged with a criminal offence, they must promptly report the information to the executive director, who will apprise the Board president or his/her designate.

2. Depending on the nature and severity of the charges and pending the outcome:
- An employee may be suspended with or without pay and not be permitted on the society's facilities unless required to attend a meeting with the Executive Director and/or designate.
 - A volunteer will not be permitted on the society's facilities unless required to attend a meeting with the executive director and/or designate.
 - A home share contractor may be put on notice and the person residing with them, placed in respite.

3. If found guilty:
- An employee may be subject to further disciplinary action up to and including termination as deemed appropriate by the Employer and as per the Collective Agreement and to meet the intent of the Community Care Facilities Act and Regulations or any other such Acts and Regulations;
 - A volunteer will be refused further entry to all Society facilities.
 - A home share contractor may have their contract terminated.

4. If acquitted:
- An employee who may have been suspended without pay will be reinstated with full back pay.
 - A volunteer may resume previous position.
 - A home share contractor resume's supporting the person.

5. Periodically and/or minimally employees and volunteers will be asked to provide an updated satisfactory Criminal Record Check form at no cost to the employee.