

PATHWAYS ABILITIES SOCIETY

PROCEDURE: CRIMINAL RECORD CHECK

Applies to: All Personnel, Volunteers and Home Share Contractors

Original Approval Date: 1993

Date Approved: February 26, 2024

Replaces Procedure Dated: June 28, 2021

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 they complete the form.
4. The person completing the criminal record check with the applicant:
 - Confirms the person's identification.
 - Verifies the information on the form (ensure they have entered their email address).
 - Obtains a signature from the Executive Director or Activity Quality Assurance Manager/LPN.
 - Submit the form via scanned to an email. If emailing scanned documents for one applicant, the documents need to be saved as FIRSTNAMELASTNAMEYEAROFBIRTH. Use the appropriate Subject line determined in the email by the consent package. The following are the subject headings for each different type of criminal record check:
 - 1. Employee form submission CRR010**
 - 2. Sharing form submission CRR022**
 - 3. Volunteer form submission CRR026**

When multiple consent packages exist, combine and save them in one PDF or TIF as organization name and submission date (e.g.123daycare2017-05-03.pdf or 123daycare2017-05-03.tif). Packages that are received without the correct file name will not be processed.

 - Advise the applicants to forward the email regarding payment to ed@pathwayskelowna.ca.
5. The Executive Director or designate:
 - Processes the payment.
 - Prints a copy of the payment, codes and gives the document to the finance manager to deduct the cost from their pay cheque or home share contract.

6. Once the completed criminal record check is received:
- Employees Bargaining unit: Obtains the original application, attaches it to the completed criminal record check, and files in the criminal record check binder in the executive director's office, in the appropriate last name letter section, from oldest to newest.
 - Employees Other: Obtain the original application, attach it to the completed criminal record check, and place both in their file.
 - Volunteers (excluding the board of directors): Place the original application with the completed criminal record check in their file.
 - Volunteers Board of Directors: Places the original application with the completed criminal record check in the Board of Directors binder.

7. The executive director or person who received the completed criminal record check notifies the appropriate staff that the check is completed.

8. 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.

9. 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 is 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:

- Employees who may have been suspended without pay will be reinstated with full back pay.
- A volunteer may resume the previous position.
- A home share contractor resumes 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.

Employees, Volunteers and Home Share Providers Leaving Pathways

1. When bargaining unit employees leave, the criminal record check is removed from the binder and is filed in the appropriate year past employee file.

2. All others are kept in their consolidated file and filed accordingly.