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Team Lead: VP Human Resources	Program Area: Human Resources
Approved by: VP Human Resources	Policy Section: General
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POLICY SUBJECT:

Security Checks for Employment

PURPOSE:

To make every reasonable effort to ensure suitability of staff and to protect the interests of Southern Health-Santé Sud and the individuals it serves.

BOARD POLICY REFERENCE:

Executive Limitation (EL-03) Treatment of Staff

POLICY:

Security Checks shall be conducted as part of the recruitment and selection process for all staff within Southern Health – Santé Sud. Applicants shall be responsible for paying the service charges associated with processing the Criminal Records Check including the Vulnerable Sector Search (CRC), the Adult Abuse Registry Check (AARC) and the Child Abuse Registry Check (CARC).

DEFINITIONS:

Placement Participant: a student engaged in a clinical or non-clinical placement with Southern Health-Santé Sud as part of an educational program or an employee of another organization engaged in a clinical or non-clinical placement with Southern Health-Santé Sud as part of their employment.

Staff: all persons employed or individuals contracted by Southern Health-Santé Sud as well as members of the medical staff and Placement Participants.

Security Check: include the following:

- A current CRC
- A current AARC
- A current CARC

A Security Check is considered current if it was obtained not more than six months prior to the commencement of employment or contract. Only original copies of the CRC, AARC and CARC will be considered acceptable for the purposes of this policy.

PROCEDURE:

Prospective New Hires

All new hires shall be required to complete a CRC, CARC, and an AARC. All applicants applying for positions shall be advised that a satisfactory Security Check is a condition of employment by a statement included in all job postings and letters of offer.

Placement Participants

All Placement Participants are required to provide a satisfactory CRC, AARC and CARC, in accordance with the terms of the Southern Health-Santé Sud contract with the applicable educational institution and/or employing organization.

Staff Currently Employed

The employer reserves the right to require a current Staff member, who is the successful candidate for a new position, to obtain a satisfactory CRC, CARC and AARC prior to commencing employment in the new position.

Commencement of Employment Prior To Receipt Of Security Checks

If the applicant must commence employment before the CARC, AARC and/or CRC is obtained and provided to the employer, the letter of offer will contain a statement that the offer of employment is conditional on the return of satisfactory security check(s), as required, and the failure to return same on or before the date specified could result in the immediate termination of employment for cause.

Procedure For Completion Of Security Checks

See contact at Human Resources for procedures regarding the completion of the CRC, AARC and CARC.

Consideration Of An Applicant With A Criminal Record

In the event that an applicant has a criminal record the hiring Manager, in conjunction with the appropriate Labour Relations Officer and/or VP Human Resources, shall consider the nature and extent of the record and assess the suitability of an applicant relative to the *bona fide* requirements of the position.

When a qualified person with a criminal record is being considered, the following factors shall be considered in relation to the position duties and responsibilities:

- a) The nature of the offence for which the person was convicted
- b) The time elapsed since the offence occurred and number of convictions;
- c) The person's record since the crime occurred; and
- d) Any relevant information/factors that will assist in making a determination as to the suitability of the applicant.

Applicant Whose Name Appears On The Child Abuse Registry or Adult Abuse Registry

In the event that an applicant's name appears on the Adult Abuse Registry or Child Abuse Registry, the hiring Manager must consult with the appropriate Labour Relations Officer and/or VP Human Resources to determine impact, if any, on employment status.

The Personal Investigations Act

If a candidate is deemed unsuitable for hire, appointment, transfer, promotion, or placement as a result of the CRC, AARC and/or the CARC, the candidate must be advised in accordance with the requirements of *The Personal Investigations Act (Manitoba)*

Disclosure

While employed, contracted and/or practicing with Southern Health-Santé Sud, staff have an ongoing responsibility to disclose to their immediate Supervisor/Manager, as soon as is reasonably possible, any change in their status with respect to Criminal Charges and/or convictions and/or placement on the child abuse registry or adult abuse registry.

REFERENCES:

The Personal Investigations Act (Manitoba)

The Criminal Records Act (Canada)