

English Language School Board

OPERATIONAL PROCEDURE	
Criteria for Adjudicating a Criminal Abstract	
<i>Policy Section</i> Human Resources	<i>Procedure Number</i> 501.3
<i>Page</i> 1	<i>Approved Date</i> May 27, 2013
<i>Reviewed Date</i>	<i>Effective Date</i> May 27, 2013
<i>Supersedes:</i> ESD – GBAC-R Criteria for Adjudicating A Criminal Abstract – October 14, 1998	

1.0 INTRODUCTION

If a Criminal Record Check shows that a candidate for probationary employment or if an English Language School Board employee has a criminal record, the Director of Human Resources or designate will request a Criminal Abstract to obtain further information on the criminal act.

2.0 FACTORS

2.1 The following factors will be considered to determine if the individual will be offered employment or continue to be employed with the English language School Board:

- 2.1.1 Nature of the crime.
- 2.1.2 When the crime took place.
- 2.1.3 Likelihood for the individual to commit a similar crime.
- 2.1.4 Potential danger to children and other employees in the school system.
- 2.1.5 Need to comply with Human Rights Legislation or other federal or provincial laws.
- 2.1.6 Other relevant information received.

2.2 After considering the above criteria, the Director of Human Resources or designate, in consultation with the legal counsel and the immediate supervisor of the position, will determine whether the individual should be offered employment or continue to be employed with the English language School Board.

3.0 CROSS REFERENCES

- a) 501 Recruitment and Hiring Policy
- b) 501.1 Recruitment and Hiring Operational Procedure
- c) 501.2 Criminal Record Check Operational Procedure