

**CODE:** FBCD.AR**EFFECTIVE DATE:** (03-03-2009)**TOPIC:** Mandatory Records Checks for Employees**ISSUE DATE:** (18-12-2015)**REVIEW YEAR:** (2014)**REGULATION****A. GENERAL**

This regulation does not apply to an Edmonton Public Schools' student under 18 years of age.

**B. DEFINITIONS**

1. In this Regulation:
  - a. "Director" means the Director of Human Resources Consulting;
  - b. "employee" means a person hired on or after the effective date of this administrative regulation;
  - c. "prospective employee" means a person offered employment on or after the effective date of this administrative regulation.

**C. REQUIREMENT TO PROVIDE CHECK**

1. Each employee and prospective employee shall, within a time period specified by the Director, provide a current criminal records check which includes information relevant to working with the vulnerable sector.
2. The requirements of section C.1 shall apply to temporary employees on the occasion of being offered permanent employment.

**D. EMPLOYER CONSIDERATIONS AND RESPONSIBILITIES**

1. The nature and date of any charges or convictions revealed through a criminal records check will be considered by the Director relative to the current date and the individual's responsibilities as an employee.
2. Any costs associated with securing the required criminal records check will be the responsibility of the district.

**E. FAILURE TO PROVIDE OR UNSATISFACTORY CHECK**

1. If an employee fails to provide a criminal records check within the time specified, or if the contents are considered by the Director to be incompatible with employment with the district, the employee's contract of employment shall be terminated.

2. If a prospective employee fails to provide a criminal records check within the time specified, or if the contents are considered by the Director to be incompatible with employment with the district, the prospective employee's offer of employment shall be rescinded.

#### F. COLLECTION, USE, AND STORAGE OF INFORMATION

1. The collection and use of personal information related to mandatory records checks will be for the stated purpose of determining the suitability of an individual to work for the school district and will be in accordance with the requirements of the *Freedom of Information and Protection of Privacy Act* of Alberta.
2. All police records check documents and related information will be securely stored within Human Resources.

#### REFERENCES

FA.BP - Human Resources Framework  
*Freedom of Information and Protection of Privacy Act*