

CRIMINAL CHECK PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Human Resources
Parent Policy:	Recruitment and Selection Policy
Approval Date:	June 25, 2014
Effective Date:	July 1, 2014
Procedure Owner:	President and Chief Executive Officer (CEO)
Procedure Administrator:	Director, Workforce Development and Human Resources (WDHR)

Overview:

NorQuest College (College) requires criminal checks to verify that applicants for employment in specific positions or existing employees changing positions do not have a history of activity that would make them unsuitable for the position for which they are being considered.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the College's management and operation.

Procedures:

Criminal checks for employment with the College for placement in specific roles or situations are required as follows:

- Criminal Record checks are required for all teaching and managerial positions; as well as, other positions in the College that deal with HR, financial, security and systems security responsibilities.
- Police Information checks are required for administrative and all instructor positions, prior to commencing employment, where the duties include supporting the correctional education program.
- Police information checks and a Vulnerable Sector check are required, prior to commencing employment, for instructor and instructional assistant positions within the Health and Community Studies division which include the following departments who support the instruction and clinical placement:
 - Nursing, Healthcare Aide, Physical Therapy Assistant diploma program, Pharmacy Technician program, Hospital Unit Clerk program, Therapeutic Recreation program, Mental Health program, Social Work program, and the Community Support Worker program.

The presence of a criminal record will not automatically disqualify an applicant. Rather, the College has the discretion to determine whether a record is unsatisfactory and to consider the risk and relevance of a particular criminal offence to the performance of position responsibilities and to the safety and security of the organization and its clients.

Actions

- An HR consultant will advise successful candidates in their offer letter that, prior to their commencement date; a current (within past 30 days) criminal record check and/or police information check and/or vulnerable sector check must be provided and will be reviewed. Failure to provide the criminal check will result in a delayed commencement date.

- Applicants or employees will be requested, via an email, to complete a Consent for Disclosure Form for a criminal record check when it is required.
- Applicants or employees are required, when requested to do so, to pay for a current criminal record check and other required police checks.
 - The applicant or employee may request their own or request WDHR to obtain the criminal record check.
 - The cost of this check for existing employees may be paid for by the College.
- Once the appropriate criminal record check and/or police information check and/or vulnerable sector has been completed the official records must be provided to the HR Administrator, within WDHR, for appropriate filing prior to the new employee's commencement date.
- Position requirements within the Correctional Education program require a police information check and for the Health and Community Studies division, the appropriate police information check and vulnerable sector check must be completed and provided to the HR Administrator prior to the commencement date. Failure to do so will result in a delayed commencement date.
- The receipt of an unclear criminal record check will require further investigation and the HR Consultant will request the applicant to provide a further detailed police check.
- Only when an unclear police information check and/or vulnerable sector check is received the HR Consultant will advise and assist the Division Head in assessing the original offer of employment due to the contractual agreements with the Solicitor General and Alberta Health Services.
- This review will be assessed on a case by case basis (nature of offence, nature of position, age of conviction, rehabilitation) and commencement dates will not start until the review has been completed.
- Current employees are required to immediately inform the College if they have been charged with a criminal offence.
- Failure to do so may result in disciplinary action and up to and including termination.

Definitions:

Criminal Checks: are the various types of security clearances required for different roles at the College.

Criminal Record Check: is completed through a 3rd party provider and indicates whether or not an applicant has a criminal record.

Division Head: means anyone who manages a division. Division Head is responsible for a division reporting directly to an Executive and normally includes Deans and Directors.

Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

Police Information Check: lists all criminal convictions, and will also list all upcoming court appearances in Alberta in addition to any Edmonton Police Service records.

Vulnerable Sector Check: for those working or volunteering with

Related Information:
Related Documentation:
Next Review Date:
Revision History:

vulnerable members of society this check is designed to protect vulnerable Canadians from dangerous offenders by uncovering the existence of a criminal record and/or a pardoned sexual offence conviction. The results of the check can help to determine whether an individual is suitable to work in positions where they will be in close contact with vulnerable people.

- [Alberta Human Rights Act](#)
- [Code of Conduct Policy](#)
- [Criminal Code \(Canada\)](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Recruitment and Selection Policy](#)

- Consent for Disclosure Form (available from WDHR)

May 2017

June 2014: New (replaces Standard Practice 7.20 Employee Criminal Records Checks)