

## TOWN OF STRATFORD - COUNCIL POLICY

<b>Name:</b>	<b>Employee Background Check Policy</b>	<b>Policy Number:</b>	<b>2005-HR-01</b>
<b>Committee:</b>	<b>Human Resources</b>	<b>Approval Date:</b>	<b>July 13, 2005</b>

### 1. Introduction

The Town of Stratford hires new employees from time to time and seasonal employees who are required to interact with youth and seniors and/or to handle money. In order to protect the youth and seniors and the integrity of the Town's finances, it shall be the policy of the Town to conduct criminal record checks on all persons being considered for full time permanent employment with the Town and for all persons being considered for seasonal or part time employment with the Town where those employees are required to interact with youth or seniors or to handle money.

### 2. Background Check Process

- a. Any person who is being considered for full time permanent employment with the Town or any person who is being considered for seasonal or part time employment with the Town where those employees are required to interact with youth or seniors or to handle money must submit to a criminal record check prior to an offer of employment being made;
- b. The applicant shall apply to the RCMP for the criminal record check and deliver the original criminal record check to the Town. A copy will be made and the original returned to the applicant;
- c. If there is a criminal record found, the applicant shall apply to the RCMP for a criminal abstract that shows the nature of the criminal convictions and deliver the original criminal abstract to the Town. A copy will be made and the original returned to the applicant;
- d. If no criminal record is found, the offer of employment may be made. If a criminal record is found, the decision about whether or not to offer the position to a person with a criminal record shall be made by the Department Head and Chief Administrative Officer, in consultation with the Town Solicitor, after reviewing the criminal abstract to assess the potential danger to youth or seniors or the threat to the financial integrity of the Town.