

CVS POLICY & PROCEDURE MANUAL

Policy Area: Human Resources

Policy # & Name: 6.2 Recruitment & Hiring (References, Requirements & Orientation)

Group: All Staff

Purpose:

To ensure vacant positions are filled promptly and fairly in a non-discriminatory manner in keeping with B.C. Human Rights Legislation.

Policy Statement:

CVS strives to maintain an objective and fair recruitment and hiring process based on qualifications, abilities and program needs. CVS employees are knowledgeable and competent within the position for which they were hired. Individuals living in the same household may be hired within the guidelines set out by the organization.

Practice Standards:

The Executive Director receives input from Program Managers and the Accountant on an on-going basis when reviewing and determining staffing requirements.

When hiring for a position the Accountant, Program Manager or designate will use a standard scoring system.

All applicants for union positions will meet basic requirements as outlined in the pre-employment and employment checklist and the job description for the position.

Requirements for exempt positions will be based on the job description for the position.

A Verification of Credentials (Form HR – 6.2) and the reference checks will be completed by the supervisor or designate. The new employee must meet all conditions of employment.

CVS will orientate employees. Employees will be paid for orientation; the appropriate orientation checklist will be used and the duration determined by the supervisor or his/her designate.

When hiring relatives or person residing in the same household as a current employee or Board member there is the potential for conflict of interest which may arise. The Guidelines for hiring related or same household employees must be followed.

Policy Audit: March Annually

Date Issued: March 14, 2004

Date Revised:

Position

Responsible: Executive Director

References: ✍ Pre-employment Package Containing:
 ✍ HR 6.2.A – Application for Employment

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- ✍ HR 6.2.B – Verification of Credentials
- ✍ HR 6.2.C – Checklist for Potential or New Employees
- ✍ HR 6.2.D – Medical Assessment Form
- ✍ Public Health Immunization Form
- ✍ Consent for Disclosure of Criminal Record Information
- ✍ HR 6.2.E – Employee Orientation Checklist
- ✍ Guidelines for Hiring Related or Same Household Employees (attached)

Health Examinations:

A pre-employment health examination to determine physical fitness for employment may be requested. In certain workplaces, preventative inoculations are an important safety measure for all staff members and are provided without charge by the local Public Health Department.

Any staff members who refuse to provide required health/medical confirmations will be subject to disciplinary action, up to and including dismissal.

Guidelines for Hiring Related or Same Household Employees

1. No employee or board member will be involved in the screening of applications, interviewing or hiring to any position within the Association for which a member of their family or household has applied.
2. Employees in a supervisory position shall not supervise or be involved in any performance review, salary review, promotion or disciplinary process of a member of their family or household.
3. Members of the same family or household shall not occupy positions which could be perceived to exert influence over other staff or which could have a detrimental effect on the Association or the individuals we serve.
4. Members of the same family or household shall not sit on any working or ad hoc committee of the Board which sets policy that relates to their job.

Guidelines for Criminal Record Checks

CRIMINAL RECORD CHECK

The *Community Ventures Society* recognizes that many of the individuals we serve are vulnerable. It is in the public interest that employees do not have a history of behaviour that is incompatible with providing care to individuals who are vulnerable. We also recognize that employee privacy and reputation must be recognized and protected. Information gathered to establish suitability for employment is to be treated with confidentiality to the fullest extent possible.

As a condition of employment, employees will be required to provide the employer with authorization for criminal records search. The employee must disclose any charge or conviction resulting from crimes of violence or of a sexual nature.

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All information received in response to a Criminal Records Search shall be maintained in confidence and the Executive Director shall be the only person authorized to review the information. The Executive Director shall be concerned only about a criminal record that reflects past criminal violations, which may affect the employee's work with vulnerable individuals.

Unless a criminal or summary conviction charge is related to the employment or intended employment of an applicant, any refusal on such a basis would be in breach of the *Human Rights Act*. Failure by an employee to make full disclosure or refusal to provide the necessary information shall constitute grounds for such determination by the Executive Director.

The degree to which the details of the criminal record are investigated will vary, depending on factors such as the nature and extent of the offence(s) and the outcome of any charge(s).

The Executive Director must interview the applicant to obtain as much information as possible about the circumstances that led to the record.

1. If the applicant is deemed suitable, the Executive Director will advise the interviewing supervisor, who will confirm employment.
2. The decision that an employee is not cleared for work with vulnerable people will be made by the Executive Director and will be rendered in writing to the employee.
3. All police agency correspondence regarding an applicant's criminal record shall be destroyed or returned to the applicant upon request after the competition is finalized. Only generic information regarding decisions on individual cases will be retained.

CRIMINAL RECORD CHECK - EMPLOYEES WORKING WITH CHILDREN

All new and current employees who work with children in the course of their employment will be required to provide a criminal record check authorization in accordance with the *Criminal Records Review Act* ("the Act"). This authorization will be submitted to the Criminal Records Review agency for a determination as to whether the employee poses a risk to children.

Employees, who are deemed by an adjudicator appointed under the Act, to pose a risk to children shall not be placed in or continue to occupy positions involving work with children.

Procedure:

1. The employer will determine which positions within the organization involve work with children as defined in the Act.
2. All current employees working in designated positions will complete and sign an Authorization for Criminal Records Search form.
3. Applicants for positions involving work with children will be informed that the successful applicant would be required to complete and sign an

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Authorization for Criminal Records Search form. The criminal record check is part of the reference check process and must be done before an offer of employment is made. In exceptional circumstances, an offer may be made prior to the receipt of the criminal record check, but such offer shall be made on the condition that the candidate is approved by the Criminal Records Review agency. New employees shall not work alone with children until the criminal record review process is completed.

4. Authorization forms will be forwarded by the employer to the Criminal Records Review agency.
5. Where requested by the Criminal Records Review agency, employees shall provide fingerprints to assist in the verification of a criminal record. For new employees, the cost of any requested fingerprinting shall be paid by the employee. For current employees, the cost of fingerprinting shall be borne by the provincial government.
6. Where the Criminal Records Review agency forwards an employee's criminal record to an adjudicator for determination and the adjudicator deems the employee to pose a risk to children, that employee shall be removed from any position involving work with children. If the individual is a new employee, any conditional offer of employment shall be deemed to be rescinded by the employer. If the individual is a current employee working with children, the employee shall be removed from the position immediately.
7. A current employee who is removed from his/her position based on a determination of risk by an adjudicator shall be considered for any vacancies within the organization to which the criminal record is not relevant and for which the employee is qualified, suitable, and capable of performing. Where no such vacancies exist and where the employer has no cause to terminate the employee without notice, the employee shall be terminated with appropriate pay in lieu of notice as provided under current employer policy. Employees removed from their position who are covered by a collective agreement shall have access to applicable rights under that agreement.
8. The employer shall act immediately on any determination of risk by an adjudicator, notwithstanding any appeal proceeding initiated by the employee. Where an employee appeals the decision of an adjudicator and is successful in overturning a determination of risk, the employer shall place the employee in a comparable position to the one that the employee was originally denied or was removed from.

Reference: Criminal Records Review Act