

## **THE CORPORATION OF THE TOWNSHIP OF O'CONNOR**

### **POLICY FOR EMPLOYEE AND VOLUNTEER BACKGROUND CHECKS**

#### **PURPOSE:**

In order to minimize the risk and to protect the Township of O'Connor's employees, volunteers, residents and assets, the Township has adopted a policy on police background checks for new employees, students, volunteers and Board/Committee members.

#### **POLICY STATEMENT:**

This policy applies to all new municipal employees and volunteers, including but not limited to regular, full-time, part-time, seasonal, temporary, casual and contract employees and to volunteers, and members of Committees, (collectively called "employees")

#### **PROCEDURE:**

- All prospective new employees of the Township of O'Connor will submit to a Police Background Check within two weeks of being offered a position of employment with the Township. The letter of offer of employment will specifically indicate that the opportunity for employment or volunteer service is conditional upon the submission of a Police Background Check.
- Generally, the Police Background Check will be required only when a referred candidate for employment is determined.
- The new employee or volunteer must submit the Police Background Check to the Clerk-Treasurer prior to the end of the probationary period as outlined in the letter of offer of employment or recruitment policy.
- Individuals who fail to provide the Police Background Check as a condition of employment within the probationary period and has not been granted an extension by the Clerk-Treasurer, will be dismissed.
- The requirement of a Police Background Check shall not apply to persons 17 years of age or under.
- In the event of a positive Police Background Check, the Township will adhere to the following guidelines:

## **THE CORPORATION OF THE TOWNSHIP OF O'CONNOR**

### **POLICY FOR EMPLOYEE AND VOLUNTEER BACKGROUND CHECKS (con't)**

- If an applicant, student, employee, or volunteer has a criminal record, the Clerk-Treasurer will review the seriousness and relevance of the criminal record and determine if the person can be hired, or if hired already employed by the Township, whether the person will be terminated.
- In determining the appropriate course of action, some considerations will be:
  - length of time since offence(s),
  - did the offence involve children and/or sexual activities and/or acts of dishonesty,
  - employment history,
  - steps taken to rehabilitate,
  - likelihood offence will be repeated,
  - attitude towards offence(s)
  - was alcohol or illegal drugs a factor in the commission of the offence, and
  - relevance of offence(s) to their employment duties.

Any cost incurred in obtaining a Police Background Check will be reimbursed to the applicant should he/she be chosen for a position with the Township.

### **CONFIDENTIALITY**

To protect the interest of employees and volunteers, the Township of O'Connor commits to keep the information confidential and will only use the information gathered under this policy in relation to the purpose for which it is intended (employment or volunteer service)

### **EFFECTIVE DATE:**

This policy shall come into effect as of June 12, 2023.

Reference: Resolution #13, June 12, 2023