

## Administrative Procedure 408

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### REPORTING CRIMINAL CHARGES

#### Background

The Division strives to employ, and be associated with, persons of exemplary character and whose actions are consistent with its core values.

#### Procedures

##### 1. Reporting Criminal Charges

- 1.1 All new employees of the Saskatchewan Rivers Public School Division are required to provide a current criminal records check upon hire. See Administrative Procedure 403.
- 1.2 No later than two working days after having been charged with an offense, any person referenced in this AP's statement is to inform verbally, and subsequently in writing, the superintendents responsible for human resources of all charges laid.
- 1.3 A submission outlining relevant circumstances may be attached by the person to the written information.
- 1.4 Upon receipt of the information, the superintendents responsible for human resources are to investigate the circumstances.
- 1.5 Failure to disclose charges, provide a written statement, or submission of inaccurate, false, or misleading statements, constitutes grounds for disciplinary action, up to and including termination of employment, in accordance with the provisions of the employee's contract of employment, or refusal to act as a volunteer for school sponsored activities.
- 1.6 Any action taken by the Division with respect to an employee shall be conveyed to the employee in writing, a copy of which shall be placed in the employee's personnel file.
- 1.7 Any appeal of the decision of the Division shall be made in accordance with the provisions of the employee's collective agreement, or where no collective agreement applies, within fifteen days of notification of the Division's decision.
- 1.8 If at the conclusion of all proceedings a criminal records check confirms no conviction(s) resulting from the incident giving rise to the original charge(s), any documentation which has been placed in the employee's personnel file related to the charge(s) for which discipline has not been affected is, at the request of the employee, to be removed and destroyed.
- 1.9 Notwithstanding any of the above regulations, an employee may, at any time, seek legal advice or counsel from his/her employee group or from independent sources at the employee's expense. Should the employee so wish, he or she may be accompanied or represented by a representative of the appropriate employee group at any and all meetings that the employee attends regarding the process.

Reference: Section 85, 87, 108, 109, *The Education Act, 1995*,

Approved: May 12, 2014