



DISTRICT SCHOOL BOARD
ONTARIO NORTH EAST

Policy No. 1.2.4

Section: System Policies and Procedures

Related References: *Education Act: Section 171(3)*

Appendices: A

Approved: March 6, 2001

Revised: June 21, 2011

Review Date:

TITLE: PRE-EMPLOYMENT SCREENING

1.0 Rationale:

It is the policy of District School Board Ontario North East to ensure that all prospective employees be screened prior to being hired and commencing work.

A. EDUCATION ACT PROVISIONS

The Education Act, 1998 outlines the statutory powers of school board to hire staff.

a) Section 171(3) **appoint employees**

“subject to Part XI, appoint and remove such officers and servants and, subject to Part X, appoint and remove such teachers, as it considers expedient, determine the terms on which such officers, servants and teachers are to be employed, prescribe their duties and fix their salaries, except that in the case of a secretary of a board who is a member of the board, the board may pay only such compensation for his or her services as is approved by the electors at a meeting of the electors;”

Definition of Employee:

- (a) An employee is an individual who agrees to work in a contract for services, on a full-time or part-time basis for The District School Board Ontario North East (the Board) for a specified or indeterminate period of time. Salary or wages are paid to this individual, and from this payment deductions are taken for Canada Pension Plan, Income Taxes, and Employment Insurance.
 - (b) Individuals who have left the employ of the Board and who return to employee status within one year are exempt from the procedures outlined in this policy.
1. The Board will require the following to be completed as part of the pre-employment process:
 - (a) reference check
 - (b) certificate of good health
 - (c) WHMIS training
 - (d) Vulnerable Sector Screening Check (not more than 6 months old)
 - (e) appropriate certification as required
 - (f) Pre-Employment Physical Job Screening (Casual Custodians)
 - (g) All other requirements specific to the job
 2. All pre-employment screening costs are to be paid by the prospective employee.
 3. Prior to the recommendation to hire, the supervisor must complete Section A, B and C of the Recommendation Form.
 4. Prior to commencing employment, the Human Resources Department must have verified the completion of the mandatory requirements in Section B of the Recommendation Form.
 5. All offers of employment are conditional upon satisfactory completion of the required elements for pre-employment screening
 - 4.1 Certificate of Good Health

The prospective employee must submit a recent (within 3 months) certificate of good health indicating that he/she is in good health. Prospective employees must be capable of fulfilling the essential duties of the job.
 - 4.3 WHMIS Training

In accordance with Sections 42(1)(2)(3) of the Occupational Health and Safety Act (OHSA), all new employees must receive WHMIS training. New employees who have received WHMIS training within the past twelve months must provide written documentation.
 - 4.4 Vulnerable Sector Screening Check:
 - 4.4.1 Offers of Employment to any person shall be in accordance with Board Policy Criminal Background Checks (Policy 1-2-13)

5. All offers of employment are conditional upon satisfactory completion of the required elements for pre-employment screening

Legislative Authority:

Canadian Charter of Rights and Freedoms

The Criminal Code

The Ontario Human Rights Code

The Police Services Act

The Child and Family Services Act

The Young Offenders Act

The Municipal Freedom of Information and Protection of Privacy Act

The Education Act

Policy/Program Memorandum No. 77

The Occupational Health & Safety Act

PRE-EMPLOYMENT SCREENING INFORMATION

1. It is Board policy that all prospective employees participate in the pre-employment screening process. If an individual chooses not to participate, the application for employment will not be given further consideration.
2. The supervisor will ensure that Sections A and B of the Recommendation Form are completed.

The supervisor must check references and complete Section C of the Recommendation Form.

Appendix 1 shall be completed by a Teacher's former employer

Upon completion of Sections A,B,C and D, the Recommendation Form is to be signed by the appropriate Supervisory Office and forwarded immediately to the Human Resources Department.

3. The recommended candidate is required to submit a Vulnerable Sector Screening Check from a Police Department.

The Criminal Background Check shall be received, reviewed, and retained by Human Resources in a secure file.
4. All pre-employment screening costs are to be paid by the prospective employee.
5. All offers of employment shall be conditional upon satisfactory completion of the requirements outlined in the policy and the Recommendation Form.



**DISTRICT SCHOOL BOARD ONTARIO NORTH EAST
 RECOMMENDATION FOR EMPLOYMENT FORM – NEW HIRES ONLY**

SECTION A - Information

Position: _____

Occasional/Temporary Probationary

* If Occasional/Temporary - Name of person being replaced: _____

Competition No: _____

SECONDARY ONLY

Activity _____ 1st Semester 2nd Semester

Ont. College Of Teachers No. _____

NTIP Yes No

MEN NUMBER _____

No. sections _____

TOTAL FTE: _____

NOTES: _____

Letter of Permission Required
 I certify that the Board has complied with
 section 1 (1) (e) of the Ontario Regulation 183/97.

ELEMENTARY/SUPPORT STAFF

TOTAL FTE: _____

NOTE: _____

Principal's Signature _____ Date _____

School/Location: _____

Start Date: _____

End Date: _____
 (If Occasional/Temporary/Permanent with end date)

NAME _____

Address: _____

Town/City: _____ Postal Code: _____

Telephone: _____ Fax: _____ E-Mail: _____

SECTION B - Documentation

The Board has received documents to verify the following:

- Mandatory:**
- Certificate of Good Health
 - Vulnerable Sector Screening Check
 - Member in Good Standing with the Ontario College of Teachers
 - Member in Good Standing with the Ontario College of Early Childhood Educators

- Required:**
- QECO Statement of Qualifications
 - OSSTF Statement of Qualifications
 - Statement of Teaching Experience
 - WHMIS Training
 - Accessibility Training
 - B168 Training
 - Safe Schools Training

Note: All offers of employment are conditional subject to the receipt of the appropriate mandatory documents

SECTION C – Recommendation

References checked Yes No

I recommend the Employee listed in Section A be hired by D.S.B.O.N.E. Date of Hire: _____ Time: _____

Name (Principal/Manager/Coordinator) _____ Signature _____

To be faxed or e-mailed to Supervisory Officer after completion of Sections A + B + C Date: _____

SECTION D - Approval

Name (Supervisory Officer) _____ Signature _____

Supervisory Officer to fax or e-mail to Human Resources Office after completion of Section D Date: _____

Fax: 1-705-264-7034

BOARD LETTERHEAD

TO:

FROM:

DATE:

RE: **REQUEST FOR PERFORMANCE APPRAISAL REPORT RESULTS**

District School Board Ontario North East is considering offering employment to and he/she has indicated that they are now/was in your employ. In compliance with the Education Act 227.43 (noted below) please check the appropriate box to indicate your Board's recommendation. Your immediate response will be very much appreciated. **Please return to the Human Resources Department by fax (705-264-7034).**

Thank you for your attention to this request.

Teachers Name:

There are no teacher performance appraisals on file.

Satisfactory Report (s)
(This includes: Good, Very Good
& Exemplary ratings)

1. Date of Report: _____

2. Date of Report: _____

Unsatisfactory Report - Please attached documentation to substantiate Unsatisfactory report (s)

Please Print Name of Authorizing Person

Signature

Please Print Position Title

Date

Education Act:

"277.43(1) A board that is contemplating employing a teacher shall contact the last board that employed the teacher, in any, in order to request,

- a) copies of the performance appraisal documents that are in the possession of the board that relate to the last two performance appraisals of the teacher conducted by the board, if either of the last two appraisals resulted in an unsatisfactory rating;
 - b) copies of all documents relied on in conducting the last two performance appraisals of the teacher conducted by the board, if either of those two appraisals resulted in an unsatisfactory rating;
 - c) copies of any documents relating to the termination of the employment of the teacher or to a recommendation for the termination of the employment of the teacher that are in the possession of the board and that in the opinion of the board, may be relevant to the decision of the requesting board; and
 - d) copies of any documents relating to resignation by the teacher while on review status that are in the possession of the board and that. In the opinion of the board, may be relevant to the decision of the requesting board
- 2) A board that received a request under subsection (1) shall promptly inform the requesting board whether there are any documents to provide in response to the request and, if so shall promptly provide the documents."
- cc: Superintendent