



## Screening Policy Frequently Asked Questions...

*Q: "Why do I as an employee/instructor/volunteer have to do this?"*

*A: The screening process identifies those who may represent a risk to St. John. It acts as a protection for not only those we serve but to our employees, instructors and volunteers as well.*

*Q: "I am an Employee, Volunteer, Instructor, now that this policy is in effect how can I ensure that I follow it?"*

*A: You should refer to the Annex "A" document, which outlines the screening process and procedures to be followed, if you are still unsure, you may contact the Human Resources department at Council for more information.*

*Q: "What are the deadlines?"*

*A: The policy comes into effect immediately, however existing employees/volunteers/instructors have until January 1<sup>st</sup>, 2004 to complete an attestation form. New employees will require a record check prior to January 1<sup>st</sup>.*

*Q: "How much is the cost of obtaining a Police Record check?"*

*A: The cost ranges from \$10.00 to \$25.00. Check with your local branch for actual rates. The applicant bears the cost of obtaining a police record check.*

*Q: "Who has access to this information?"*

*A: All completed record checks will be kept in a confidential file in the Human Resources Department at Council. Only persons who need to know the results of your check will have access to it.*

*Q: "Will having a criminal record automatically disqualify me as an employee/volunteer or instructor?"*

*A: Not necessarily, Provincial Council will review to determine whether or not your conviction is relevant to your position.*

*Q: "What is attestation?"*

*A: It is your signed confirmation that you have not become the subject of a criminal investigation or have any charges pending against you, and that you have notified your immediate supervisor and Council (Provincial Office) if you become the subject a criminal investigation, or if any charges are contemplated or brought against you.*

*Q: "Is there a generic attestation form available?"*

*A: Yes, a form is included with this package, you can also contact Human Resources for additional forms.*

*Q: "It is noted in the policy that an evaluation must be re-done every 2years, as an existing employee does this mean I have to complete an evaluation in addition to providing attestation?"*

*A: Yes, because an evaluation is only a review of your job performance while attestation is a review of your criminal status.*

*Q: "What happens if I am offered a position with St. John will I lose my position if I do not comply with getting a record check?"*

*A: A condition of new employment with St. John is that you complete a police record check. You will maintain a probationary status until your record check is completed. An individual who refuses to comply with this policy may not be accepted as an employee/volunteer or instructor with St. John.*