

Canadian Institute of Natural Health and Healing

Hiring of Instructional Staff Policy

Name of Policy

February 2000

Implementation Date

Hiring of Instructional Staff Policy

Senior Education Administrator

Position(s) Responsible for Administering this Policy

November 08, 2010

Date of Last Revision

Policy:

Canadian Institute of Natural Health and Healing is committed to hiring, employment and personnel, practices and procedures which ensure that our schools and school activities provide an educational, safe and secure environment for students.

A- Regulations:

1. The President/Principal, and designated hiring committees shall ensure that all persons approved for employment meet the requirements and/or qualifications established for the particular position.
2. The best applicant will be selected for each position without regard for race, color, creed, national origin, religion or political persuasion.
3. No person shall be denied employment because of race, religion, creed, color, sex, sexual orientation, marital status, ethnic or national origin, age or political belief.
4. The candidate background screening process shall be conducted in accordance with Canadian Institute of Natural Health and Healing: School Climate, Discipline, and Safety – Policy.
5. The President/Principal shall have primary responsibility for the recruitment.
6. The recruitment, engagement and placement of all staff shall be the responsibility of the President/Principal.
9. The President/Principal will, in accordance with the School Act and its Regulations, establish procedures for the recruitment, hiring and promotion of staff, and shall update if need be each year as needed for the upcoming school year.

B - Background Screening & Hiring Practices

1.0 Background reference checks, including criminal history and records checks are a required part of the employment application and hiring process for all prospective employees of the Canadian Institute of Natural Health and Healing. Canadian Institute of Natural Health and Healing shall, without malice, exercise its right in the hiring process to consider such background information in its determination of who the best candidate for any position of employment.

2.0 Background reference checks will be conducted in accordance with the procedures developed for this policy and in accordance with the hiring policies and procedures of the Board and shall include the candidate's disclosure by applicants of offences for which a pardon has been given.

3.0 For purposes of this policy, offers of employment include short and long term contracts (support and instructional), as well as non contractual substitute employment.

4.0 Any cost to obtain the Criminal History and Record Check or subsequent Criminal Abstracts will be the responsibility of the individual candidate, substitute or employee.

6.0 During the candidate screening process, information obtained from the criminal record check will be viewed and maintained in strictest confidence by the President/Principal and shall be maintained in the applicants confidential personnel file.

C - Approval & Use of Non Board Auxiliary Personnel, etc.:

7.0 Applicant Process & Information

7.1 It is the responsibility of the candidate seeking employment to go to the local police force where they reside to obtain his / her own criminal background check and to provide the results of the background check to the President/Principal responsible for the Hiring Team.

7.2 If the information obtained from the Criminal History and record Check indicates that there is a criminal history, including offences for which a pardon has been given, the applicant - if they wish to continue with their application, shall forward such information as the President/Principal deems appropriate, including but not limited to, a print out from the CPIC system which may require the applicant to submit fingerprints to police agency where the Criminal History and record Check was completed; and obtaining a print out from any other system used by the police agency which indicated the candidate had a criminal history / record including offences for which a pardon has been given.

7.3 If the information on file with the police is disputed and the candidate wishes to continue with the application, he / she must submit fingerprints in order to determine the accuracy as to whether or not the candidate has been convicted of an offense. The fingerprints taken and the criminal record or clearance, will be returned to the candidate. It is the responsibility of the candidate to provide this information to the President/Principal on a timely manner. If there are to be any delays in obtaining the information the candidate should advise the President/Principal of this.

7.4 In the case of 7.3 above, should the candidate be unwilling to undergo the fingerprinting process or should the delays be deemed by the President/Principal to be unjustified, no further consideration will be given to the application.

7.5 The candidate whose record check confirms a criminal record including offences for which a pardon has been given will be given the opportunity to discuss the

information obtained through the check with the President/Principal as to whether to candidate's application can proceed. The final decision will be made after careful consideration of the information by the President/Principal.

7.6 The candidate has the final responsibility for deciding whether to proceed with his / her application in the basis of having a criminal record check completed.

8.0 Senior Administrators of the Canadian Institute of Natural Health and Healing sign Oaths of Confidentiality and are required to maintain this personal information in strict confidence. While Principals are not required to sign an Oath of Confidentiality they are required to maintain confidentiality through provincial and federal legislation and policy.

9.0 While a criminal conviction in itself is not always an automatic prohibition of employment, approval is required in all cases where candidates for employment have had conviction.

10.0 Notwithstanding the previous regulations, the President/Principal shall not hire any person whom it has been advised of as having been convicted and found guilty of sexual or physical assault charges against children; sex offences; persistent drinking and driving; a history of drug trafficking or violent assault. The term 'found guilty' does not refer to summary convictions but also to the whole range of alternative sentencing measures and includes pardons.

11.0 Public advertisements for positions of employment with the Canadian Institute of Natural Health and Healing will include a notification to candidates that the Canadian Institute of Natural Health and Healing requires a satisfactory criminal background check including disclosures of offences for which a pardon had been given.