

	Administrative Procedure	
	Subject	Reporting Criminal Charges
	AP Code	407

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. No later than 24 hours, and/or before reporting to work or volunteering after having been charged with a criminal offense, any person referenced in this procedural statement is to inform orally, and subsequently in writing, the principal of all charges laid. Upon receipt of this information, the principal shall immediately inform the director, who will inform the Director of Independent Schools.
2. A submission outlining relevant circumstances may be attached by the person to the written information.
3. Upon receipt of the information, the director or designate is to investigate the circumstances.
4. 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, and dismissal from volunteering or refusal of permission to act as a volunteer for school sponsored activities.
5. Subject to the provisions of *The Education Act, 1995* and conditions of employment or contract of employment, employees may be reassigned or be terminated even if the employee is in compliance with the provisions of the procedures of this policy.
6. Any action taken with respect to an employee is to be conveyed to the employee in writing, a copy of which is to be placed in the employee's personnel file.
7. Any appeal of the decision to be made in accordance with the provisions of the employee's conditions of employment or within fifteen days of notification of the decision.

If, at the conclusion of all proceedings, a criminal record 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 effected is, at the request of the employee, to be removed and destroyed.

References

The Education Act, 1995 – sections 85, 87
Controlled Drug and Substances Act
Criminal Code of Canada
Criminal Records Act
Food & Drugs Act
Criminal Records Regulations

Date Adopted

September 1, 2024

Revised
