



AP 461 – REPORTING CRIMINAL CHARGES

BACKGROUND

The Saskatoon Public School Division values reputable employees and as such requires that criminal charges are reported as per the procedure below.

PROCEDURES

1. All employees of the Saskatoon Public School Division and all persons who have been required to provide a criminal records check are expected to understand and abide by the provisions of this procedure.
2. No later than two working days after having been charged with an offense, any person referenced in this procedure is to inform orally, and subsequently in writing, the Director of Education of all charges laid.
3. A submission outlining relevant circumstances may be attached by the person to the written information.
4. Upon receipt of the information, the Director or designate is to investigate the circumstances.
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 of permission to act as a volunteer for school sponsored activities.
6. Subject to the provisions of *The Education Act, 1995* and the provisions of the relevant collective agreement(s) or contract of employment, the Board may, in its discretion, transfer, reassign, or terminate the employment of an employee who is not in compliance with the provisions of this policy.
7. Any action taken by the Board 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.
8. Any appeal of the decision of the Board is to 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 Board's decision.
9. 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 effected is, at the request of the employee, to be removed and destroyed.
10. 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 employee or the appropriate employee group at any and all meetings that the employee attends regarding the process.



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Reference: Section 85, 87, 109, *The Education Act, 1995*
The Criminal Code of Canada
The Criminal Records Act
The Food and Drugs Act
The Controlled Drugs and Substances Act

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