



PURPOSE

While under employ of the North East School Division, if an employee is convicted of an offence at any time, the employee is require to report such conviction. This requirement is to:

- i. Maintain public confidence in our education system;
- ii. Ensure the safety of our students, employees and stakeholders;
- iii. Ensure that public funds are securely administered.

PROCEDURES

1. All employees of the North East School Division and all persons who have been required to provide a criminal records check are required to sign a statement indicating that they have received a copy of these procedures and that they understand their provisions.
2. No later than two working days after having been charged with an offense, any person referenced in this procedural statement 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 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 the procedures of this policy.
7. Any action taken by the North East School Division with respect to an employee is to be conveyed to the employee in writing and a copy is to be placed in the employee's personnel file.
8. Any appeal of the decision of the North East School Division is to be made in accordance with the provisions of the employee's collective agreement, or where no



collective agreement applies, within fifteen (15) days of notification of the decision as per these Administrative Procedures.

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 have present, a representative at any and all meetings that the employee attends regarding the process.

Date Last Revised: September 2015

Education in a Culture of Excellence