



CALGARY BOARD OF EDUCATION

Administrative Regulation 4027.4 - Security Clearances

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Definitions	1	In this regulation
		(a) “ criminal record ” means a statement of all convictions registered under any federal Act or regulation and for which an official pardon granted under section 3 of the Criminal Record Act, has not been granted;
		(b) “ security clearance ” means a certified disclosure of a criminal record background search in accordance with Calgary Board of Education policies.
Purpose	2	The purpose of this regulation is to ensure and maintain a safe and secure working and learning environment.
Employment information	3	All applications for employment, job postings and advertisements for positions with the Calgary Board of Education must state that all applicants not currently employed by the Calgary Board of Education will be required to obtain and provide a security clearance before employment is confirmed.

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| Criminal record declaration | 4(1) | All applicants for employment with the Calgary Board of Education must declare a criminal record. |
| | (2) | All successful applicants for positions of employment must obtain and provide the results of a security clearance before employment is confirmed. |
| Conditions of employment | 5(1) | Employment with the Calgary Board of Education is conditional on a satisfactory security clearance. |
| | (2) | All persons who are offered employment with the Calgary Board of Education must be advised in writing that employment is conditional upon receipt and evaluation of their security clearance, even if employment has started before the security clearance is completed. |
| Code of conduct | 6(1) | At the time of hiring, all employees |
| | (a) | must be provided with a copy of the Calgary Board of Education Code of Conduct for Employees, and |
| | (b) | must be advised that the Code of Conduct requires that, if a criminal charge is filed against them, they must immediately make a report to the Superintendent of Human Resources in writing, on the nature of the charge. |
| Temporary employee | 7 | In the case of a temporary employee, a security clearance will remain current for a three-year period at which time the employee must obtain and submit another security clearance. |
| Undeclared criminal record | 8 | If an applicant is being considered for employment and a security clearance discloses a criminal record which the applicant has not previously declared, the applicant must be offered the opportunity to explain the discrepancy. |
| Suitability for employment | 9(1) | If an applicant who is being considered for employment discloses a criminal record, that information must be forwarded to a committee consisting of |
| | (a) | Superintendent of Human Resources or designate, |

- (b) at least one Director of the Service Unit seeking to employ the applicant,
- (c) the Corporate Security Advisor,
- (d) the staff member conducting the interview of the applicant, and
- (e) an additional staff member, if nominated by the Superintendent of Human Resources,

to review the suitability of the applicant for the position.

- (2) If an applicant has a criminal record, the committee will review the applicant's suitability for employment based on the following factors:
 - (a) type of charge or offence;
 - (b) the age of the charge or offence;
 - (c) the type of work the applicant is being considered for;
 - (d) whether the criminal record impacts on the applicant's ability to perform those duties;
 - (e) whether the behavior associated with the offence(s) if repeated, will pose a threat of physical or sexual abuse to children or others; and
 - (f) any other factor which the committee determines to be relevant.
- (3) If the committee determines that the applicant is deemed unsuitable for employment, the applicant will not be offered that position.

Student pages

- 10(1)** Effective at the beginning of the 2006/2007 school year
 - (a) all applicants for employment as a student page with the Calgary Board of Education, including applicants who were student pages within the previous 12 months, must declare a criminal record using the Student Page Registration Form;
 - (b) all successful new applicants for positions of employment as a student page must obtain and provide the results of a security clearance before employment is confirmed as a student page with the Calgary Board;
 - (c) the cost of security clearances for successful new applicants

for student page positions will be paid by the Calgary Board of Education.

Approved:	December 7, 1999
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Re-issued:	February 15, 2003
1st Amendment:	July 1, 2006
Review date:	January 1, 2010

References

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| Administrative Regulation
References: | <ul style="list-style-type: none">• 4027 - Code of Conduct for Employees |
| Other References | <ul style="list-style-type: none">• Student Page Registration Form |