



SPECTRUM

Society for Community Living

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www.spectrumsociety.org

MEMO

DATE: July 10, 2008
TO: All employees
RE: Mandatory employment requirements

At the policy committee meeting last month, we reviewed the current mandatory employment requirements and the process our Human Resources department has been working on to assist all employees to maintain their employment requirements (first aid, criminal record search, etc). We discussed the challenge of having program managers keep track of staff employment requirements – for example, whose first aid is coming up for renewal, who needs to submit a driver’s abstract, when each person’s criminal record search needs to be renewed. Many employees have requirements that are overdue and have required follow up by Human Resources, which becomes quite time consuming – plus, technically, we should not be allowing people to work without all of their requirements up to date and on file.

The process we’ve been working toward involves giving employees greater access to information that will assist them to track their own requirements and complete necessary renewals in a timely manner. This would be similar to the process already in place for new employees. The next step is to implement the same process with our existing employees.

Over the next two months, we will be following up with employees who have mandatory requirements that are coming up for renewal, or are now past due. Concurrently, we will be introducing the following process to ensure that all employees are informed of the mandatory employment requirements for their position, and that they have the information and resources they need to keep their requirements up to date:

1. New pay stubs – effective this pay period (July 15, 2008) – pay stubs now show expiry dates for all mandatory requirements, at the top of the pay stub. The 2008 update of the Policy and Procedures manual will include a sample pay stub with explanatory notes for all of these items. In the meantime, if you are unsure about any of the items noted on your pay stub please contact H/R.
2. Updated job descriptions and evaluation forms – to be introduced in July – will list all mandatory requirements for the position, with space for the employee to sign acknowledging their understanding of these requirements.

3. “Instructions for Obtaining Your Driver’s Abstract” – see attached. These instructions will also be added to the 2008 update of the Policy and Procedures manual. **Please note: driver’s abstract only applies to employees whose positions require driving.**
4. “Unmet Conditions of Employment” letter – to be introduced in September. This letter will be sent to employees whose mandatory requirements are past due, giving them 30 days to get their requirements up to date.

Criminal Record Search Requirement

All employees are now required to obtain a criminal record search upon hiring AND every five years thereafter. Instructions for completing the criminal record search are noted below, and also in the 2007 update to the Policy and Procedures manual.

To accommodate our long term employees whose first criminal record search was completed more than five years ago, we will be staggering the renewal dates as follows:

Employees who were hired after January 1, 2004: Criminal record search renewal will be five years from the date of the initial search.

Employees hired before January 1, 2004: Criminal record search renewal will be due in 2009, on the anniversary date of the initial search.

Our goal is to ensure that all employees have and maintain their mandatory employment requirements. We welcome your suggestions for any additional information or support that will make this process more effective or efficient.

Susan Kurliak
Director, Communications and Quality Assurance

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INSTRUCTIONS FOR COMPLETING THE CRIMINAL RECORD SEARCH

All employees, volunteers and sub-contractors are required to complete a Criminal Record Search upon hiring and every five years thereafter.

Criminal record searches are conducted by a third party service called “BackCheck.” The process is as follows:

- New employees will fill out two consent forms during their initial meeting with H/R. H/R will take a photocopy of the person’s picture ID and fill out a service order form for Back Check.
- H/R will send the consent forms and copy of picture ID to BackCheck, which will conduct the criminal records search and return the results to Spectrum.
- The results will be reviewed in confidence by H/R.
- Any concerns noted in the results will be reviewed by the Executive Director. The Executive Director will make a decision about the employee’s suitability for employment.
- Existing employees will be sent two consent forms prior to their five year anniversary, with instructions to fill out, sign and return the forms to H/R within 30 days. The same steps outlined above will apply.
- There is no cost to the employee for this service.

Privacy Policy

BackCheck has security measures in place to protect the privacy and confidentiality of personal information, in accordance with Canada’s Personal Information Protection and Electronic Documents Act (PIPEDA). For details, see www.backcheck.ca/privacy

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INSTRUCTIONS FOR OBTAINING YOUR DRIVER'S ABSTRACT

Please note: Driver's abstract is only required for employees whose positions require driving. If you are unsure, please ask your program manager or H/R.

Your B.C. driving record lists your licensing transactions and offences over the last five - year period.

You can get a free copy of your B.C. driving record from a driver licensing office. Here's the process:

1. Call 604-661-2255 (Lower Mainland) or 1-800-663-3051 (all other locations) to have your record mailed, faxed, or emailed to you. You may email your abstract to Spectrum's Human Resources department at personnel@spectrumsociety.org.

2. Alternatively, you may go to any driver licensing office and obtain a print-out of your driver's abstract from licensing staff. Bring:

- your B.C. driver's license, *or*
- one piece of primary identification and a second piece of either primary or secondary ID (see website below for information on acceptable ID).

For more information, visit <http://www.icbc.com/licensing/>

ICBC Call centre hours

- 8 a.m. – 7 p.m. Monday – Friday
- 9 a.m. – 5 p.m. Saturdays

Mailing address

ICBC
Driver Testing & Vehicle Information
Room 154
151 West Esplanade
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