

Administrative Guidelines

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Reimbursement will be provided to those employees who require fingerprinting as a result of the five year check upon a receipt being sent to Human Resources.

4. For CUPE and Support Staff Management

The appointment letter further indicates that should an employee receive a letter indicating they must be fingerprinted, they must notify Human Resources immediately. The fingerprinting must take place within 14 days of receipt of the letter.

Any questionable results of a criminal record check and/or fingerprinting will be discussed with the employee. An employee, with his or her union representative, will be formally asked, if they are aware of any reason why a positive match may have been returned. Should there be any risk to the district as a result, a thorough investigation will be conducted which may lead to the termination of employment.

5. For RTA members and RASA members

The TRB handles all positive match outcomes. However, should the district receive notification from the TRB of any questionable results, a follow up with the employee and his or her union representation will be done to determine if they are aware of any reason why a positive match may have been returned. Should there be any risk to the district as a result, a thorough investigation will be conducted which may lead to the termination of employment.