

**TOWNSHIP OF RED ROCK  
POLICY/PROCEDURE**

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<b>G-8</b>	Employee and Volunteer Screening	APPROVED:	15	01	2018
			Day	Month	Year

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**EMPLOYEE AND VOLUNTEER SCREENING POLICY**

**PURPOSE**

The Township of Red Rock is committed to protecting our members, visitors and employees in the work place. This policy has been created in alignment with Volunteer Canada’s 2012 Edition of The Screening Handbook.

**POLICY**

The Township of Red Rock is committed to creating an effective employee and volunteer screening process in order to protect its members, visitors, and staff. The following 10 step process has been adapted from the 2012 Screening Handbook. All employees and volunteer will be subject to a variation of these screening standards.

1. **Assessment:** The Township of Red Rock’s Council will determine the need for employees and volunteers, and will assess the required skills with candidate qualifications, needed to perform the specific role.
2. **Position/Assignment:** Subject to funding limitations, the Council will create required position descriptions, based on the Township of Red Rock’s mission, vision, values and assessment in step 1.
3. **Recruitment:** A fair and equitable recruitment process, with developed job postings, is used to find potential candidates for the vacant position.
4. **Application:** Questions on the Township of Red Rock’s application forms and those asked verbally in the interview will follow human rights legislation as it relates to hiring; all candidates will receive the same questions.
5. **Interview:** Whenever possible, two representatives from Council and/or Staff will conduct interviews of potential candidates; and if applicable/available, a minimum of five qualified candidates will be invited to interview for any one position.
6. **References:** The successful candidate will be provided a conditional offer, requiring the names of at least two references.

7. **Police Checks:** All volunteers dealing with vulnerable populations need to provide a valid Vulnerable Sector Police Check. The Township of Red Rock's definition of vulnerable people is in accordance with Criminal Records Act. A Vulnerable Screen Police Check is valid for two years, and must have been completed within the six months prior to hiring. Please note staff and volunteers will be required to re-submit Vulnerable Screening Police Checks every two years, or each time they are hired for a new position.
8. **Orientation and Training:** All employees and volunteers will undergo the Township of Red Rock's training process, adapted and identified for their role's specifics.
9. **Support and Supervision:** Employees and volunteers will be provide a Director or Employee with whom they will receive support and supervision.
10. **Follow-up and Feedback:** Employees and volunteers will be provided feed-back and guidance throughout their candidacy.

#### ADDITIONAL INFORMATION

Volunteer Canada - The Screening Handbook (2012): <http://volunteer.ca/content/2012-screening-handbook>