

Memo

To: All Staff
From: Clara Young, Director of Finance & Administration
Date: August 18, 2022
Re: Finance & Personnel Policy Revision-Criminal Record Check

Addition to Section 1.6 Criminal Record Check and Criminal Convictions of Finance & Personnel Policy:

Please be advised that Tikinagan Child & Family Services will be completing Criminal Record Checks on current employees every 3 years. The process of starting Criminal Record Checks will be effective September 1, 2022. The initial hire date of the employees will be used for starting the process of Criminal Record Checks.

For example: For all the employees hired on September 1, 2019 or before the 3 Year Criminal Record Check process date will start on September 1, 2022.

This process will be done through the HR office. HR department will connect with the respective employee for necessary paperwork. The Agency would be paying for completing this process.

Thank you.