

APPENDIX A. SCREENING VALIDITY AND BREAKS IN SERVICE

All Department worksites are required to use the Screening Status Check function in HRMIS to determine if a prospective employee has a current Screening Clearance Number before they commence. This includes a person who has a casual identification number with the Department.

A.1 ONGOING EMPLOYMENT

People with ongoing employment with the Department who have been cleared previously are not required to consent to another Nationally Coordinated Criminal History Check, unless they have a break-in-service with the Department as outlined in Table 1 below.

Certain positions with Central Office and Regional Education Offices have been identified as having a risk exposure that warrants a higher level of screening. The incumbent officer in these positions is required to consent to a Nationally Coordinated Criminal History Check if their existing check is three (3) years or older. This includes employees who act or relieve in an identified position for three (3) months or longer. Table 2 outlines these positions.

Table 1: Screening validity and breaks in service

Employment Type	Break in Service
Non-teaching positions	6 months or more
Teaching positions	12 months or more

Table 2: Cyclical re-screening for Central Office and Regional Education Office positions

Position	Maximum period allowed before re-screening is required for an individual in one of these positions
All positions at Level 9 and above, including equivalent Education Act positions	Three (3) years
All positions within the Professional Standards and Conduct Division	Three (3) years
Director of Education	Three (3) years
Assistant Director of Education	Three (3) years
Other positions identified by members of Corporate Executive where additional probity screening is considered necessary*	Three (3) years
*additional positions identified by Corporate Executive will be included on a list maintained by the Screening Unit.	

A.2 TEACHING STAFF

Teaching staff commencing work for the Department for the first time, and teachers who have previously worked for the Department and are seeking re-employment after a break-in-service of 12 months or more, must have a Nationally Coordinated Criminal History Check, processed through the Department's Screening Unit that is no more than 12 months old at the time of commencement.

A.3 NON-TEACHING STAFF

Non-teaching staff commencing work for the Department for the first time, and those who have previously worked for the Department and are seeking re-employment after a break-in-service of six months or more, must have a Nationally Coordinated Criminal History Check, processed through the Department's Screening Unit that is no more than six months old at the time of commencement. The only exception to this is for Swimming Supervisors and Swimming Instructors who must commence working within six months of the initial Nationally Coordinated Criminal History Check, but are permitted to have a break-in-service of up to 12 months. Swimming Supervisors and Swimming Instructors employed on an ongoing basis must consent to a new Nationally Coordinated Criminal History Check every three (3) years.

A.4 APPROVED LEAVE - PERMANENT EMPLOYEES

Permanent employees who have taken extended periods of leave for whatever reason (e.g. secondment, parental leave, long service leave, sick leave, annual leave and approved leave without pay) are not required to undergo a new Nationally Coordinated Criminal History Check when returning to work unless their absence from their Department position is greater than two years.