

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: April 18, 2022	Revised date: April 18, 2022
	Policy No. 300-34 Criminal Record Check Policy	

Town of Lampman

Policy No. 300-34

Criminal Record Check Policy

April 18, 2022

1. New Employee Policy

- 1.1** All newly hired employees shall be required to obtain a current criminal record that must be presented to the administrator of the Town of Lampman prior to the commencement of the first day of work.
- 1.2** Only a criminal record check that is current [must be within six (6) months] will be accepted. In the event a record is dated older than six (6) months, a new record check must be acquired.
- 1.3** Each new employee shall be reimbursed for the cost of the criminal record check with the presentation of a receipt.

Document Revision History:

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Policy No. 300-34 Criminal Record Check Policy	April 18, 2022	Council