

# 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.