



Position Assessment for Criminal Record or Vulnerable Sector Check

All University of Lethbridge positions, prior to posting, will be assessed to determine whether significant risk exists that warrants a criminal record or vulnerable sector check prior to hiring the position. Human Resources is available to provide advice and guidance on criminal and vulnerable sector checks. **It is ultimately the Hiring Manager/Chair's responsibility to assess the risk and determine which supplemental background checks are required.**

This assessment form is to help hiring managers assess the risk and determine if a supplemental criminal record or vulnerable sector check is required.

Criminal Record Check

A Criminal Record Check is required for positions that meet at least one of the following criteria (check all that apply to the position you are hiring):

- Has master key access to University buildings such as residences or labs with large inventories of controlled substances
- Has responsibility for the care and safety of animals
- Has direct access to or responsibility for cash or cash equivalents greater than \$5,000 per day
- Has the ability to commit University resources and has signing authority greater than \$25,000
- Has responsibility for processing of (or access to view) personal data on Banner form PPAIDEN (e.g. SIN, banking account information)
- Has responsibility for modifying operating systems (e.g. ability to establish or re-route client payments) – *Example: Information Technology Programmer- Analyst*
- Makes decisions at the executive and senior administration level or provide advice and counsel directly to the University's Board of Governors

If you checked one of the boxes above this position requires a criminal record check and this requirement must be noted on the job posting.

Vulnerable Sector Check

A vulnerable sector check is only for those individuals who are in positions of trust or authority over children or vulnerable persons. Being in a position of trust or authority is more than just having contact with children or vulnerable persons.

Does this position (check all that apply):

- Work one-on-one with a vulnerable person or persons
- Does the nature of this position have authority over a vulnerable person or persons?
- Does the nature of this position create a special trust relationship with a vulnerable person or persons?

If you checked one of the boxes above this position requires a vulnerable sector record check and this requirement must be noted on the job posting.