Workers' Compensation Board – Alberta
Albertans working – a safe, healthy and strong Alberta

Security Clearances

Guideline

All new or rehired employees will be asked to undergo a security clearance and offers will be contingent upon completion of the security clearance. A security clearance is a screening for the presence of criminal convictions, against the Canadian Police Information Centre (CPIC). The screening is conducted through our external provider with the applicable police force.

Current WCB employees who, through competition or appointment, are offered a transfer, promotion or an acting opportunity with greater payment authority than their current position, will be required to undergo a security clearance. The positions deemed as having greater payment authority are based on the Levels of Authority manual and are identified below:

President & CEO	All Senior Management Positions
All Directors, Managers, Supervisors, Team Leaders	Claim Owners: Case Manager, Adjudicator, Case Assistant
Account Manager	Auditors - Premium Audit
Bodily Injury Adjuster	Lawyer I, II, & III
Senior Bodily Injury Adjuster	EAS Representative II & III
Senior Lawyer	Underwriting Analyst

Human Resources in conjunction with Senior Management and Directors may revise the above listing if other positions are deemed to require security clearance. Also, if further inquiries need to be made (i.e. credit checks, vulnerable sector) flexibility is permitted.

If an employee has completed a WCB initiated security clearance within the previous year, they may not be required to undergo a new check at the time of promotion or re-hire.

Consent of the individual is required before the security clearance can be initiated. Individuals who choose not to provide their consent will not have their application for employment/competition considered further.

Process

For new employees, as part of the interview process, it is essential to ask the candidate "Have you ever been convicted of a criminal offense for which a pardon has not been granted?" The response to this question must be recorded.

For current WCB employees this question will be asked independently by Human Resources and recorded.

The security clearance is coordinated through the Human Resources Representative responsible for managing the competition or appointment. Personal information that is collected through this process will only be used for the purposes outlined above. It will be handled in a manner that respects the sensitivity and the privacy concerns of the individuals to whom the information pertains.

If the security clearance returns unclear, Human Resources will discuss the findings with the candidate/employee to ensure no mistake has been made. Human Resources will review the results according to the following factors:

- nature and number of conviction(s);
- length of time since the conviction(s);
- rehabilitation efforts made by the candidate;
- duties and responsibilities associated with the position and the relevance of the criminal conviction; and
- potential risk to WCB if the candidate is employed/accepted.

If, after the review, a criminal conviction is found to violate genuine job requirements, the offer of employment, transfer, promotion or acting opportunity may be withdrawn and the candidate advised verbally and in writing.