

**1. When do I submit my offence declaration?**

All employees are expected to submit the annual offence declaration each year no later than February 15th. Reminder messages will be sent to staff from the system.

**2. Who has to submit an offence declaration?**

All employees of the South Shore Regional Centre for Education in any position, are required to submit an offence declaration. For greater clarity, this includes all casual, term and permanent staff, including school-based and non-school based staff (unionized and non-unionized).

**3. What if I am on a maternity/parental leave, extended sick leave, Long Term Disability, Workers Compensation leave, an extended unpaid or paid leave or another recognized leave of absence - do I still have to submit the offence declaration?**

If you are on a recognized leave of absence, you do not need to submit an offence declaration. If you are unsure whether you should submit an offence declaration, please contact Charmaine Romkey [cromkey@ssrce.ca](mailto:cromkey@ssrce.ca).

Please note that you must submit the offence declaration within sixty (60) days from the date of your return to work from the leave.

**4. I was recently hired with the South Shore Regional Center for Education and submitted a Criminal Records Check and/or Vulnerable Sector Check when I was hired – do I still need to submit an offence declaration?**

Yes.

**5. I am a casual/term employee who has not worked for three consecutive calendar months – do I need to submit an offence declaration?**

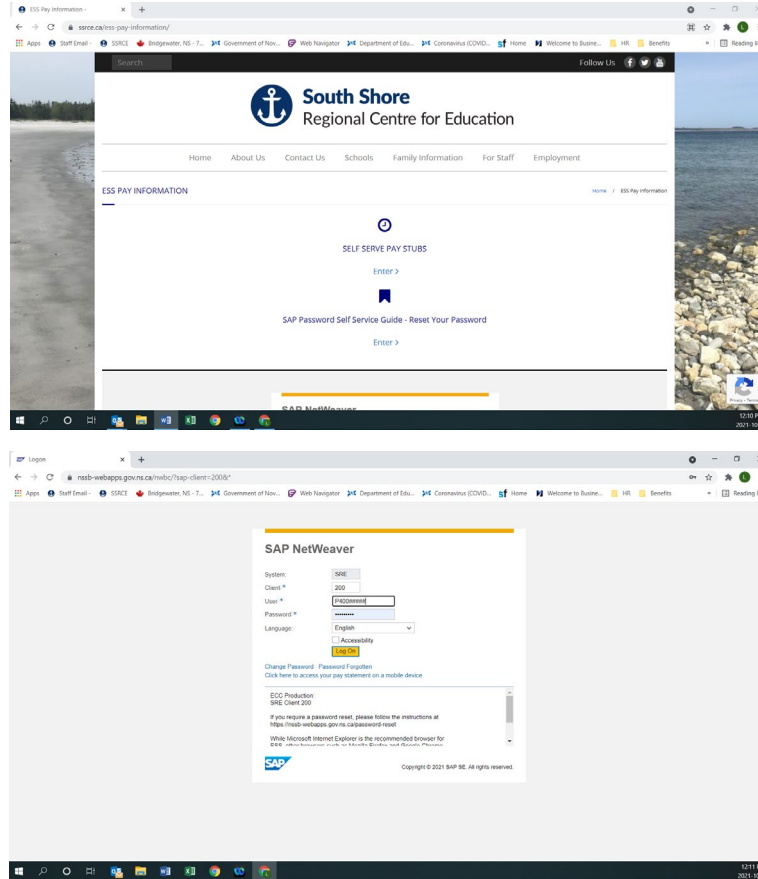
You must submit the offence declaration when you return to working with the South Shore Regional Centre for Education. Please also note that if the break in service is of more than three consecutive calendar months (including July and August), you must also provide a completed Criminal Records Check (and Vulnerable Sector Check as appropriate) that is current within 6 months of the date you return to working with South Shore Regional Centre for Education, before you can start work.

**6. How do I submit my offence declaration?**

Offence declarations are submitted online, via Employee Self Service (ESS). You can access ESS from the website home page by clicking on “For Staff” and then the Employee Self Service icon to log in: <https://ssrce.ca/ess-pay-information/>

If you have forgotten or need to change your ESS password, you can do that from the ESS login screen. There is a SAP Password Self Service Guide to assist you.

## FAQ Annual Declaration



### 7. I have never used ESS before – what is it?

Employee Self Service is an online portal where you can view your pay statement, or submit employment-related information such as Address Change Requests, to Human Resource Services staff.

### 8. Where can I get more information about how to use ESS?

Information is available at: <https://ssrce.ca/ess-pay-information/> or by contacting Lynn Wagner at: [lwagner@ssrce.ca](mailto:lwagner@ssrce.ca)

### 9. I don't have a computer and/or internet at home - will the South Shore Regional Centre for Education provide me with access to a computer and/or internet in order to submit my offence declaration?

If you require access to a computer and/or internet to submit the offence declaration, please contact your supervisor, who will support access to a computer and/or internet.

### 10. I have a limitation or circumstance that prevents me from submitting the offence declaration online – can I submit a hard copy?

Yes, you can submit a hard copy in this circumstance. The Offence Declaration Form can be found at: <https://ssrce.ca/human-resources-forms-a-documents/>. The hard copy must be submitted in person to: Charmaine Romkey, Director of Human Resources.

**11. What happens once I submit my offence declaration?**

All offence declarations will be reviewed by the Director of Human Resources or designate within Human Resource Services. If there is no declaration of a criminal conviction, you will be notified and the declaration will be filed in a confidential location.

In cases where a criminal conviction is declared, the Director of Human Resources or designate within Human Resource Services will follow up as appropriate.

**12. If I declare an offence, can I lose my job or be disciplined?**

Each offence declaration will be reviewed on its own merits, based on the factors outlined in the Provincial Student Protection Policy to determine suitability for ongoing employment.

**13. Who is going to see my offence declaration? I am concerned about privacy if I declare a conviction.**

Only Human Resource Services staff or the Regional Executive Director will have access to the offence declaration. All records collected will be retained and stored in a confidential and secured location, in accordance with:

- Government Records Act
- Public Archives Act
- Freedom of Information and Protection of Privacy Act and Regulations
- Nova Scotia Records Management Policy
- Nova Scotia Privacy Policy
- Privacy Breach Protocol (Information Access and Privacy Services), and
- Provisions of collective agreements and terms and conditions of employment

**14. What kind of things do I have to report?**

Any criminal conviction for which a pardon has not been granted must be reported. This does not include Motor Vehicle Act violations (i.e., speeding tickets, parking tickets).

**15. What if I have a criminal conviction for which I have applied for a pardon, but the pardon has not yet been granted?**

You must still declare this conviction. In addition, you may choose to email Charmaine Romkey, Director of Human Resources [cromkey@ssrce.ca](mailto:cromkey@ssrce.ca) with information to support that the pardon application has been made or is in progress.

**16. I already disclosed a conviction to Human Resources when it occurred. Do I have to disclose it again on my offence declaration?**

Yes, it is important to declare any criminal convictions. If you declared a criminal conviction on the declaration the previous year, you do not need to declare it again. You need to declare any new convictions to Human Resources as soon as possible.

**17. Who will have access to this information?**

A copy of the offence declaration forms will be confidentially maintained to avoid unauthorized access, collection, use, alteration, duplication, disclosure, displacement, or

disposal. Records will be accessible only to the Regional Executive Director, Director of Human Resources, or designate within Human Resource Services.

**18. If I am convicted of a criminal charge after I have submitted the offence declaration, do I wait until the offence declaration is required next year to advise the South Shore Regional Centre for Education of the conviction?**

No. Employees who are charged or convicted of a criminal offence must submit an Immediate Disclosure Report to the Director of Human Resources within seven (7) days of becoming aware of the charge(s) or conviction(s) or immediately following a break in service, recognized leave of absence, or break in the school year (e.g., summer holidays).

The Immediate Disclosure Report form can be found at: <https://ssrce.ca/human-resources-forms-a-documents/>.

**19. What needs to be reported in the Immediate Disclosure Report?**

Immediate disclosure reports must include, at a minimum:

- i. the date of conviction or charge;
- ii. the location of the court proceedings; and
- iii. a list of the specific offence(s) for which the employee has been charged or convicted and not granted a record suspension (pardon).

**20. What happens if I don't submit the offence declaration?**

Employees that fail to submit, or submit falsified, offence declarations, may be subject to disciplinary action in accordance with the South Shore Regional Centre for Education Background Records Checks Governance Policy.

**21. Who do I contact if I have questions?**

Please direct all questions to Charmaine Romkey, Director of Human Resources [cromkey@ssrce.ca](mailto:cromkey@ssrce.ca) and a member of the Human Resource Services team will respond to your inquiry.

We anticipate a high volume of inquiries and ask for your patience, as your inquiry will be responded to as reasonably soon as we are able.