

Shine On

MEMO

To: All Supervisors, YMCANL
From: Hannah Janes, GM People & Culture
Date: February 4, 2025
Subject: Temporary Changes to CRC/VSC Policy

I am writing to inform you of temporary changes to the CRC/VSC (Criminal Records Check and Vulnerable Sector Check) Policy. On January 23, 2025 we were advised that the RNC (Royal Newfoundland Constabulary) are experiencing high volumes of CRC/VSC requests where delays of up to six (6) months could be expected. At this time the RCMP (Royal Canadian Mounted Police) are not affected.

We recognize the importance and the requirement to have this background check on file for all staff and volunteers. As part of being an Employer of Choice, we are issuing temporary measures to this policy to reduce barriers in recertification for current staff and volunteers and hiring practices for future staff and volunteers.

An up to date CRC and, for some positions as required by policy or regulation, VSC are required for all YMCA staff and volunteer positions prior to commencing employment or volunteerism.

Temporary Changes:

- It is acceptable for new staff and volunteers to produce a CRC and/or VSC past the 6-month period. As long as the produced certificate is valid (within 3 years) the new staff/volunteer must submit a receipt for a new certificate along with the valid certificate prior to commencement of employment or volunteerism.
- CRC/VSC renewal is required prior to the expiry of the certificate. Certificate expiries are tracked automatically through Payworks. Supervisors will receive notification of staff/volunteer expiries at 185 days, again at 110 days, again at 40 days, and again at 20 days before it expires. It is the responsibility of the supervisor to notify the staff/volunteer to obtain a new certificate from the RNC, or to participate in a third party background screening (dependent on position).

Third Party Screening:

- YMCANL's HR will drive any third party screening through Sterling Backcheck. Third party screening only consists of CRC's. Please see section 5 (c) of the CRC/VSC Policy for positions that are exempt from obtaining a VSC. Staff and volunteers in these positions must agree to participate in this process with HR.

Requests for new CRC/VSC's can be submitted online [here](#).

Shine On

Reimbursement for CRC/VSC Renewals through RNC:

The staff/volunteer is responsible for requesting CRC/VSC and paying for the background check, then submitting the required documents to the supervisor:

1. Complete the Expense Reconciliation Form (located on staff portal)
2. The supervisor must submit the approved expense and receipt to Manager, Accounting Support
3. The staff/volunteer will receive full reimbursement through direct deposit/cheque

Responsibilities

Supervisors	Staff/Volunteers
<ul style="list-style-type: none"> - Comply with the CRC/VSC policy and temporary changes in this memo - Ensure staff/volunteers have valid certificates on file in Payworks - Notify their staff/volunteers if their certificate is due to expire 	<ul style="list-style-type: none"> - Comply with the CRC/VSC policy and temporary changes in this memo - Ensure their CRC/VSC certificates are in good standing - Request a new CRC/VSC from RNC, or participate in third party screening at the renewal stage

These changes are effective February 4, 2025. Please contact me if you have any questions.

Hannah Janes
 General Manager, People and Culture, YMCANL
Hannah.janes@nl.ymca.ca
 709-740-0677