

Employment Requirements for New Employees Before Commencing Work

What are the pre-employment conditions?	Why the City of Medicine Hat Requires Your Information Before Starting Work
Driver's Abstract	<p>Any successful applicant who will be required to operate a City vehicle will be required to obtain a satisfactory driver's license abstract as a condition of employment. The cost of the abstract will be borne by the City of Medicine Hat. The equivalent will be reimbursed upon submission of receipt.</p> <p style="text-align: right;">Source: Policy 8016 - Staff Recruitment and Selection Policy</p>
Driver's License	<p>Every employee, who, in the course of his or her regular duties drives a City vehicle, must have a valid Province of Alberta driver's license which permits the employee to drive the class of vehicle involved as prescribed by Alberta Infrastructure and Transportation provincial legislation. This license must be carried with the employee when carrying out the driving duty.</p> <p style="text-align: right;">Source: Policy 8000 - City Driver's Policy</p>
Health Assessment	<p>New employees complete a health questionnaire. Depending on the position, Occupational Health Professionals (OHP) will meet with employees to review the questionnaire and complete additional testing such as hearing, vision, and lung function and/or arrange for a Physical Demands. The Nurse then advises recruitment when the employee has met the health requirements of the position and is cleared for work. The cost of any initial medical assessment that is required to demonstrate fitness for work shall be borne by the City of Medicine Hat. Pre-employment medical assessments may be requested of present employees newly appointed to a different position which has different bona fide occupational requirements from the employee's previous position.</p> <p style="text-align: right;">Source: Policy 8016 - Staff Recruitment and Selection Policy</p>
Police Information Check (PIC)	<p>New employees of the City of Medicine Hat are required to submit a recent and satisfactory (at the sole discretion of the City) Police Information Check (PIC) as a condition of employment. The cost of the PIC will be borne by the City of Medicine Hat. For Medicine Hat residents, this is provided by the Medicine Hat Police Service. Recruitment provides a form to the new employee which they take to the Police Station to be completed. Police Information Checks from other communities will take a longer period of time to receive. For example, Calgary Police Service takes up to three weeks.</p> <p style="text-align: right;">Source: Policy 8016 - Staff Recruitment and Selection Policy</p>

Employment Requirements for New Employees Before Commencing Work

<p>Police Information Check with vulnerable Sector</p>	<p><u>What is the Vulnerable Sector records search?</u> The City of Medicine Hat may request that you have a Vulnerable Sector Search included in your check. A Vulnerable Sector Search is included for anyone who will be working with a person or organization responsible for the well-being of children under the age of 18 or with vulnerable persons who, because of their age, a disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others or are otherwise at greater risk than the general population of being harmed by person in a position of authority or trust relative to them as authorized under the <i>Criminal Records Act</i>.</p> <p style="text-align: right;">Source: www.medicinehatpolice.com</p>
<p>Child Welfare Check (required for specific positions)</p>	<p>A Child Intervention Record Check (Child Welfare check) forms state whether you have ever been involved in a Child Intervention investigation or placed a child under the protection of the <i>Child, Youth and Family Enhancement Act</i>. The City of Medicine Hat might ask you to supply a completed form before giving you a job or volunteer position where you will work directly with children. Child intervention staff will give a completed form only to you, never directly to an employer.</p> <p style="text-align: right;">Source: <u>Government of Alberta, Programs and Services</u> www.programs.alberta.ca</p>
<p>Pre- Employment Drug Testing</p>	<p>All newly hired successful applicants in “safety sensitive positions” shall be required to pass a drug test to the established standards after receiving an offer of employment. City positions shall be pre-identified by Non-Union Supervisors as safety sensitive. Advertisements for all safety sensitive positions shall clearly indicate that all successful applicants shall be required to successfully pass a drug test prior to commencing employment.</p> <p style="text-align: right;">Source: <u>Policy 8037 – Substance Abuse Policy</u></p>
<p>Proof of Education</p>	<p>New employees of the City of Medicine Hat shall be required to submit copies of all relevant educational requirements as per the job description. Any costs associated with obtaining the appropriate documentation shall be borne by the applicant.</p> <p style="text-align: right;">Source: <u>Policy 8016 – Staff Recruitment and Selection Policy</u></p>
<p>THE APPLICANT WILL NOT BEGIN EMPLOYMENT IF THESE REQUIREMENTS ARE NOT MET UNLESS SPECIFIC EXCEPTION IS GRANTED BY HUMAN RESOURCES OR MANAGER.</p>	

Employment Requirements for New Employees Before Commencing Work

The City needs my . . .	Supporting Documents Required Upon Hire and During Employment
<p>Birth Certificate</p> <p>Required for: Pension & Life Insurance</p>	<p>A member's age is a key factor in the calculation of benefits from the Local Authorities Pension Plan. For this reason, a verified date of birth is necessary.</p> <p>A verified date of birth ensures that benefit information in member annual statements and on www.mypensionplan.ca reflects an accurate member age.</p> <p style="text-align: right;">Source: www.lapp.ab.ca</p>
<p>Social Insurance Number</p> <p>Why the City needs to see your SIN number card.</p>	<p>The Social Insurance Number (SIN) is a nine digit number that you need to work in Canada or to have access to government programs and benefits.</p> <p>Employers are obligated to have an employee's Social Insurance Number (SIN). They are confidential and should only be used for income related information. The City will request to examine each new employee's SIN card within three days of the employee's start date. The City must view an employee's SIN card and record the name and number exactly as it appears on the card. The employer checks the cards for numbers that begin with "9" to make sure the card has not expired.</p> <p style="text-align: right;">Source: Service Canada www.servicecanada.gc.ca</p>
<p>Pension Documentation</p> <p>Birth Certificates Marriage Certificates Partner Birth Certificate</p>	<p>The City requires birth certificates, marriage certificates and partner birth certificates when signing onto pension for the purpose of pension calculation and beneficiary documentation and in case of death.</p> <p>A marriage certificate verifies name change and proof of pension partner.</p> <p style="text-align: center;">Please review your records periodically and notify the Pension and Benefits Administrator of any changes to your status so that your records are accurate. These need to be updated throughout your permanent employment with the City.</p>