

Annual Offence Declaration

FREQUENTLY ASKED QUESTIONS

A list of questions and answers has been compiled below for your reference. After reviewing this document, if you have questions, please direct inquiries to studentprotection@hrce.ca or call 902-464-2000 ext. 2230.

1. When do I submit my offence declaration?

All employees are required to submit the annual offence declaration within sixty (60) days from the date of this memo, that is, by **Friday, December 29, 2023.**

2. Who has to submit an offence declaration?

All employees of the HRCE, 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. I have nothing to declare, do I still have to submit an offence declaration?

Yes. Even if you do not have a criminal offence to declare, you still need to submit an offence declaration. There is a “no conviction” option on the declaration. All employees are required to submit an offence declaration, conviction or no conviction.

4. 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 at this time. If you are unsure whether you should submit an offence declaration, please email studentprotection@hrce.ca or call 902-464-200 ext. 2230 to discuss with a representative from Human Resource Services.

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

5. I submitted a declaration last year; do I need to submit it again?

Yes, the Policy requires that all employees must submit a declaration **every year**. If you submitted a declaration last year, when you submit it this year you are required to only declare any new convictions on your criminal record since your last annual declaration was submitted.

6. I recently became an employee at the HRCE and did not submit a declaration last year. Do I have to submit a declaration?

Yes. Employees who are new to the HRCE are required to complete a declaration reporting any convictions on their criminal record.

7. I was recently hired with the HRCE 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.

8. How do I submit my offence declaration?

Offence declarations are submitted online, via HRCE's Employee Self Service (ESS). You can access ESS from the www.HRCE.ca home page by clicking on "For Staff" and then the Employee Self Service icon to log in. You will need to log into ESS using either your P400 number or your name combination username (USER ID P400 or ex SMITHJ) and your password.

If you need assistance, please see the instructional resource attached to this memo, or visit www.hrce.ca/studentprotection for a resource document to walk you through signing into ESS.

9. 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.

10. I forget my ESS password. What do I do?

If you have forgotten or need to change your ESS password, you can do that from the ESS login screen. If you need assistance, please see the instructional resource attached to this memo, or visit www.hrce.ca/studentprotection for a resource document to walk you through a password change.




11. When I try to sign in to ESS, I get a message saying I am locked out. What do I do?


Make sure you are using a p in front of your 400# (p400). If you are getting a message you are locked out when you attempt sign in, please wait and try to log in again after 24 hours. Your account should automatically release in that time. When you log in the next time, you will need to reset your password.

12. I have more than one employee 400#. Which one do I use to complete the declaration via ESS?

You only have to complete the declaration using one of your 400#s. If you have both a permanent and term 400# you can choose either 400 number to login in with. If you have a permanent and/or term and casual 400#, the preference is to use your permanent or term number to login in to ESS and complete the declaration.

13. I don't see the Offence Declaration tab when I log into ESS.

If you do not see the Offence Declaration tab in the "My Request" folder when you log into ESS, please ensure you are using a Google Chrome  or Firefox  or Internet Explorer (10+)  web browser to open ESS and then sign in as instructed in Question #8.

If you are still encountering a problem, please use Microsoft Edge  to open ESS. You can find Microsoft Edge in your computer Start Menu. If this is your first time using Edge, you may get an error message when you open this browser. Please click the advanced link to keep going (disregard the privacy error message) and open the browser. Once you have the Edge browser open, you can continue to ESS and then sign in as instructed in Question #8.

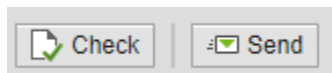
Please note: Microsoft Edge and Firefox are on school based desktops/laptops, but not on Chromebook (which is a Google based product).

If you continue to encounter problems using the above mentioned browsers, please clear your cache from your current browser.

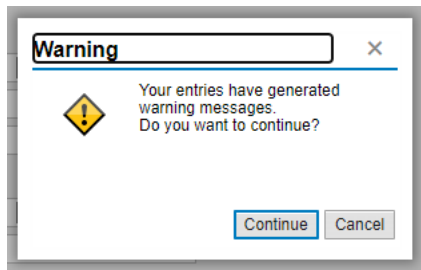
If you have tried using all four browsers and are still not seeing the Offence Declaration tab, please click the wheel icon on the top right corner of the ESS home page (“Toggle Settings”) to populate the “My Request” tab on your main page. You will find the Offence Declaration tab here.

14. I submitted a declaration last year and when I try to submit this year, I am getting an error message. How do I submit?

When you log into ESS, the system will need to “Check” that this is not a duplicate record. Click “Check”, complete the declaration and then click “Send” to submit the completed declaration.



If you do not click “Check” first, you will receive the below message. If you receive this message, you can click “Continue” and the declaration will still be submitted.



15. I am having trouble completing the declaration.

If you need additional assistance navigating ESS to complete your offence declaration, please see the instructional resource attached to this memo, or visit www.hrce.ca/studentprotection for a video and a screenshot document to walk you through completing the declaration via ESS.

If you still require support to complete your offence declaration via ESS, you can contact studentprotection@hrce.ca or call 902-464-2000 ext. 2230.

16. I don't have a computer and/or internet at home - will the HRCE 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.

17. 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, 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 with you directly, as appropriate.

18. 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.

19. 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

20. 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).

21. 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 studentprotection@hrce.ca with information to support that the pardon application has been made or is in progress.

22. I already disclosed a conviction to Human Resource Services when it occurred. Do I have to disclose it again on my offence declaration?

Yes, it is important to declare any criminal conviction via the offence declaration, even if it has already been reported.

23. 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.



24. 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 HRCE's *Progressive Discipline for Board Employees* policy.

25. Who do I contact if I have questions?

Please direct all questions to studentprotection@hrce.ca or call 902-464-2000 ext. 2230 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.