

- ii) carrying out his or her employment functions as an employee of a person who provides goods or services under contract with the Board, or
- iii) providing services to a person who provides goods or services under contract with the Minister.

Board staff will:

1. Sign a contract with OESC to provide *Police Record Check* and *Offence Declaration* services on behalf of the Board until August 2006, by March 31, 2003.
2. Identify all *Service Providers* who will require *Police Record Checks* and annual *Offence Declarations* and send a list with contact information to OESC by March 31, 2003.
3. Notify all *Service Providers* about the requirements of Regulation 521/01 using the pro forma letter provided by OESC, by March 31, 2003.
4. Ensure that all *Service Providers* are in compliance with Regulation 521/01 and contract with OESC by July 31, 2003.
5. Develop a procedure for regularly, as required updating the *Service Provider* list, communicating this information to OESC and informing new *Service Providers* about the requirements.
6. Develop a procedure for checking *Identification Cards* (and photo-identification) of *Service Providers* by school officials on a regular basis.

ADJUDICATION

OESC will use a panel of senior officials from School Boards to screen *Service Providers* who have *Police Records*. OESC will use published screening criteria and adjudication procedures which will strive to ensure provincial consistency in adjudication. All decisions of OESC will be final.

CONSEQUENCES OF NON-COMPLIANCE

A *Service Provider* who fails to comply with the *Police Record Check* requirements of the Board through OESC by July 31, 2003 will have their contract suspended by the Board pending compliance.

A *Service Provider* who fails to comply with the requirements of the Board through OESC regard *Offence Declarations* beginning August 1, 2004 will have their contract suspended pending compliance.