

PATHWAYS ABILITIES SOCIETY

PROCEDURE: CERTIFICATION AND QUALIFICATION

Applies to: All Personnel

Original Effective Date: March 27, 2017

Effective Date: May 9, 2022

Replaces Procedure Dated: November 23, 2020

1. Upon hire, new employees are responsible for providing original certification documentation identified in the policy and/or for having the information sent directly to the society.
2. Employees are responsible for submitting to their supervisor or manager valid certification documentation as identified in the policy prior to the expiry date. Employees are notified via their ShareVision employee page and/or email.
3. The supervisor or manager:
 - Is responsible for ensuring certification documentation is valid, current, obtained and submitted to the People and Culture Manager or designate.
 - Either takes the original or makes a photocopy and signs confirming they have viewed the original and submits it to the People and Culture Manager. In the case of the leadership staff, the information is given to the Executive Director.
4. The People and Culture Manager:
 - Places the original or copy in the employee's file or uploads the document to the person's Employee Information ShareVision site and removes the expired certification documentation and disposes of as outlined in the Personnel and Volunteer Files and information policy and procedure. In the case of the leadership staff, the Executive Director completes.
 - Tracks documentation requirements in an Excel spreadsheet and via the Employee Information ShareVision list and notifies the leadership team of outstanding requirements.
5. Employees whose certification is revoked or suspended are required to notify their immediate supervisor or manager. The supervisor or manager notifies the executive director and the People and Culture Manager.