

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: CERTIFICATION AND QUALIFICATION**

**Applies to:** All Personnel

Original Effective Date: March 27, 2017

Effective Date: March 25, 2025

Replaces Procedure Dated: May 9, 2022

1. Upon hire, new employees are responsible for requesting their educational institution provide Pathways with their transcripts identified in the policy and/or for having the information sent directly to the society.
2. Employees are responsible for submitting valid certification documentation to their supervisor or manager as identified in the policy prior to the expiry date. Employees are notified via their ShareVision Staff portal and/or email for some items that expire.
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.
  - Checks the Employee File Requirement excel spreadsheet weekly to determine, complete and follow-up with items.
  - Either takes the original, or makes a photocopy and signs confirming they have viewed the original, and scans and submits it to the People and Culture Manager. In the case of the leadership staff, the information is given to the Executive Director or Associate Executive Director.
4. The People and Culture Manager or designate:
  - Updates the Employee File Requirements excel spreadsheet monthly in the M: Drive > Supervisors > Employee Employment Information > Employee Files > Employee File Requirements with items that are about to expire or have expired.
  - Uploads the document to the person's employee information file in the M: Drive > Supervisors > Employee Employment Information, and retains any expired certifications or previous documents. In the case of the leadership staff, the Executive Director or Associate Executive Director completes.
  - Updates the Employee Information ShareVision list in the HR Portal.
  - Tracks documentation and updates the requirements in the Employee File Requirements excel spreadsheet in the M: Drive > Supervisors > Employee Employment Information > Employee Files > Employee File Requirements.
5. Employees whose certification is revoked or suspended must notify their immediate supervisor or manager. The supervisor or manager notifies the Executive Director and the People and Culture Manager.