

PATHWAYS ABILITIES SOCIETY

POLICY: EMPLOYEE, VOLUNTEER, AND TENANT FILES AND INFORMATION

Applies to: All Personnel and Volunteers

Original Approval Date: 1993

Date Board Approved: May 27, 2024

Replaces Policy Dated: December 21, 2023

Board Member's Signature

PREAMBLE

Pathways Abilities Society is committed to ensuring compliance with applicable privacy legislation, including maintenance of records for prescribed periods as defined by law.

To reduce our environmental footprint and streamline filing, Pathways migrated to digital personnel files for bargaining unit employees and applicants. All employee files are audited and scanned digitally into the M Drive/ Supervisors/ Employee Employment Information/ Employee Files/ Their last name, First name. All new hires, applicants, and bargaining unit employees have an electronic file only except for the maintenance of their Employee/ Applicant Consent to a Criminal Record Check and the Notice of the Criminal Record Check Results.

Active Employee/ Applicant Consent to a Criminal Record Check and the Notice of the Criminal Record Check Results are located in a binder in the office of the Executive Director.

POLICY

All employees are listed in the "HR Portal" Employee Information in ShareVision. This portal tracks all employee file requirements and expiration dates.

Each bargaining unit employee, except for the supervisor have a file maintained in the M Drive /Supervisors directory.

The supervisors' files are maintained in the M Drive/ Management directory and the paper copy in the executive director's office.

Managements' files are maintained in the M Drive/ Executive Director's directory and the paper copy in the executive director's office.

There are three active personnel files for employees working through contracts administered by Pathways and have been referred through CLBC, one of which is paperless, "Employee Files Person's with Diverse-abilities" in ShareVision. This list tracks all employee file requirements and expiration dates.

There are two active volunteer files maintained for volunteers, one of which is paperless, "Agency Volunteers" in ShareVision. This list tracks all volunteer file requirements and expiration dates.

There is one active practicum student file, which is maintained for the duration of the practicum and filed with the employee files.

There are two active tenant files, one of which is paperless and maintained in Arcori software.

Inactive employee files are maintained and kept in a secure locked area containing employment information that is no longer applicable and all employment information upon termination. Inactive employee files, paper and electronic are retained for at least ten years from the end of the last tax year to which they relate. Upon the expiration, records will be destroyed as outlined in the Pathways Abilities Society Confidentiality and Release of Personal Information policy and procedures. For all electronic employee files, inactive files are maintained in their supervisor's.

All files are kept in a secure area. Files will not be accessed by anyone other than management or authorized office personnel except as outlined in the most recent collective agreement.

All employees and volunteers are responsible for:

- Notifying their immediate supervisor when their address, telephone number, or email addresses change and if there are changes to their benefits, i.e. additional dependents, removing dependents, change of beneficiary, etc.
- Providing replacement copies of certificates upon expiration i.e. their driver's license, car insurance, first aid, food safe, and criminal record checks.

All tenants are responsible for notifying the Building Manager if their telephone number or email addresses changes.

Active bargaining unit and management personnel files are audited and updated annually in January and February. Volunteer files are audited and updated annually in the month of February. Person-served employee files are audited and updated annually in November. Expired or updated information will be destroyed as outlined in the Pathways Abilities Society Confidentiality and Release of Personal Information policy and procedure.

Files contain the following:

- > Destroyed or deleted upon expiry.
- * Updated annually.
- As of January 5, 2024 ** these forms are completed are in ShareVision.
- # Does not apply to person referred by CLBC

All digital personnel related files will be named in the following format:

Last Name, First name, Document Title and Date and/ or Expiry Date. For example: Doe, John Business Class Insurance Exp. Jan 8, 2025.

Bargaining unit employees' digital files:

1. Supervisors Directory electronic Employee Files

(Data > Supervisors > Employee > Volunteer Information > Employee Files):

1. Onboarding	<ul style="list-style-type: none"> - Resume, Interview Responses, Reference Checks (can be saved as one PDF) -Shadow Shift checklists
2. Forms	<ul style="list-style-type: none"> - Code of Conduct** - Code of Ethics** - Confidentiality Agreement** - Conflict of Interest** - Internet, Social Media & Email Usage**
3. Job Descriptions and Orientation Checklists	<ul style="list-style-type: none"> - [Subfolder]Orientation checklists: <ul style="list-style-type: none"> - Orientation Checklists - [Subfolder] Job Descriptions: <ul style="list-style-type: none"> - Job Descriptions
4. Appointments and Scheduling	<ul style="list-style-type: none"> - Letter of Hire - Appointment Letters -Schedule Changes -Probation Extension Letters
5. Diplomas and Certifications No Expiry	<ul style="list-style-type: none"> - Diplomas and School Transcripts - Professional Development Certificates -Abuse Prevention Training -CLBC Privacy Training -Unconscious Bias Training (if applicable) - Food Safety Training
6. Certification and Information that Expire	<ul style="list-style-type: none"> - First Aid - Food Safe Certificate - MANDT Certificates* - BC Driver's License - Criminal Record Clearance Letter - Vehicle Insurance* - Driver's Abstract*
7. Employee Performance	<ul style="list-style-type: none"> - [Subfolder] Performance Evaluations - [Subfolder] Probation Reports - [Subfolder] Medication Audits - [Subfolder] Counselling, Discipline and Employee Support
8. Health, Benefits and Banking Info	<ul style="list-style-type: none"> [Subfolder] Health and Benefits <ul style="list-style-type: none"> - Benefits Information - Physician's Declaration of Good Physical and Mental Health - TB Skin Test - Vaccines and Inoculations - Immunization Confirmation - Return to Work Physician Letters - Physician Notes - Work Safe BC Correspondence - Other Relevant Medical Information - [Subfolder] Banking Information: <ul style="list-style-type: none"> - Void Cheque/Direct Deposit Form

	- TD 1's
9. Miscellaneous	- Miscellaneous Employment Information (i.e. employee photograph) - Professional Development Activity Reports - BC Provincial Nominee Program (BCNMP) information

Non-Bargaining unit, management, and persons served file folders:

1. Primary File

File Folder Placement Side in Order			
2	Resume #	2	Signed Code of Ethics*
2	Interview Responses #	2	Signed Conflict of Interest # *
2	Reference Checks #	2	Signed Internet Usage Declaration # *
2	Diplomas and Certifications #	1	Signed Job Descriptions *
2	Signed Letter of Hire	1	Signed Orientation Checklist
2	Consent for Criminal Record Search form and Criminal Record Search Results #	1	Written Performance Appraisals
2	First Aid Certificate # *	1	Records of Disciplinary Action
2	Signed Confidentiality Statement *	1	Professional Development Certificates and Reports >
2	Signed Code of Conduct	1	Other relevant employment information

2. Secondary File:

Banking Information
Most Current TD 1's
Vaccines and Inoculations
Immunization Confirmation
Physician's Declaration of Good Physical and Mental Health
Physician's Notes
Benefit Information
Work Safe BC information

Volunteers and practicum students file folder:

File Folder Placement Side in Order			
2	Volunteer Application Form	2	Signed Confidentiality Statement*
		2	Signed Code of Conduct
2	Reference Checks	2	Signed Code of Ethics *
2	Consent for Criminal Record Search form and Criminal Record Search Results	2	Signed Internet Usage Declaration
2	Vaccines and Inoculations	1	Signed Job Description*
2	Immunization Confirmation	1	Signed Orientation Checklist
2	Volunteer/Practicum Student Agreement	1	Written Performance Appraisals
2	Signed Conflict of Interest form *	1	Other relevant volunteer information

Tenants file folder:

File Folder Placement Side in Order			
1	Application for Tenancy	2	Tenancy Agreement
1	Rental References	2	Condition Inspection Report
1	Tenant Reference Checks	2	Tenant Correspondence
1	Housing Needs Scoring Form		