

## PATHWAYS ABILITIES SOCIETY

### **POLICY: EMPLOYEE, VOLUNTEER, AND TENANT FILES AND INFORMATION**

Applies to: All Personnel and Volunteers

Original Approval Date: 1993

Date Board Approved: December 21, 2023

Replaces Policy Dated: September 25, 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 is migrating to digital personnel files for bargaining unit employees and applicants. All employee files will be audited and scanned digitally into their supervisor's directory electronic employee files between the date of this approval, with an expected completion date by May 2024. All new hires, applicants, and bargaining unit employees will have an electronic file only (no paper human resource files) after the date of approval. No new paper files will be created for employees. All documents will be scanned and saved into the employee group's respective electronic directory.

All active criminal record check applications and consents will remain in a secure paper file after May 2024, located in the office of the Executive Director. Paper human resource files for active Bargaining unit and supervisory staff will be destroyed after the digitization effort is complete.

For all electronic employee files, inactive files are maintained in their respective supervisor's directory for at least ten years from the end of the last tax year to which they relate. (example: Data > Supervisors > Employee Employment Volunteer Information > Employee Files): "AAA Old Employees."

The current archived paper files for the bargaining unit employees will continue to be retained until they meet their life cycle. Only criminal records check and vulnerable sector check applications and consents will be retained for five years and filed in a secure, physical archive after May 2024.

### **POLICY**

There are seven separate active personnel files maintained for each bargaining unit and management employee, four of which are paperless, digital employee files in the following drive directories: employee files in the supervisor directory, the supervisors in the management directory, managements in the executive director's directory. All

employees are listed in the “HR Portal” in ShareVision. This portal tracks all employee file requirements and expiration dates.

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 three active personnel files for employees working through contracts administered by Pathways that have not been referred by CLBC one of which is paperless, “Employee Information” 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.

A sixth inactive employee file is 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 will be 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 respective directory for at least ten years from the end of the last tax year to which they relate. (example: Data > Supervisors > Employee Employment Volunteer Information > Employee Files): “AAA Old Employees.”

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.

Files contain the following:

- > Destroyed or deleted upon expiry.
  - \* Updated annually.
  - \*\* Updated annually in ShareVision only for all employees hired from 2022 and older.
- For all employees hired January 2023 to December 31, 2023 scan all documents and save as combined PDF's where it is reasonable to do so.
- # Does not apply to person referred by CLBC

All digital personnel related files will be named in the following format:  
Document Title and Date and/ or Expiry Date

**Bargaining unit employees' digital files:**

1. Supervisors Directory electronic Employee Files

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

<p><b>1. Onboarding</b></p>	<ul style="list-style-type: none"> <li>- Resume, Interview Responses, Reference Checks (can be saved as one PDF)</li> <li>- Code of Conduct**</li> <li>- Code of Ethics**</li> <li>- Confidentiality Agreement**</li> <li>- Conflict of Interest**</li> <li>- Internet, Social Media &amp; Email Usage**</li> <li>- [Subfolder] Job Descriptions               <ul style="list-style-type: none"> <li>- Job Descriptions</li> </ul> </li> </ul>
<p><b>2. Job Descriptions and Forms</b></p>	<ul style="list-style-type: none"> <li>- Shadow Shift checklists</li> <li>- Orientation checklists</li> </ul>
<p><b>3. Appointments and Probation Correspondence</b></p>	<ul style="list-style-type: none"> <li>- Letter of Hire</li> <li>- Appointment Letters</li> <li>- Probation Reports</li> <li>- Probation Extension Letters</li> </ul>
<p><b>4. Diplomas and Certifications (no expiry)</b></p>	<ul style="list-style-type: none"> <li>- Diplomas and School Transcripts</li> <li>- Professional Development Certificates</li> <li>- Food Safety Training</li> </ul>
<p><b>5. Certification and Information that Expires</b></p>	<ul style="list-style-type: none"> <li>- First Aid</li> <li>- Food Safe Certificate</li> <li>- MANDT Certificates*</li> <li>- BC Driver's License</li> <li>- Criminal Record Clearance Letter</li> <li>- Vehicle Insurance*</li> <li>- Driver's Abstract*</li> </ul>
<p><b>6. Performance Evaluations</b></p>	<ul style="list-style-type: none"> <li>- Performance Evaluations</li> </ul>
<p><b>Counselling and Discipline</b></p>	<ul style="list-style-type: none"> <li>- Counselling and Disciplinary Letters</li> </ul>
<p><b>Health, Benefits and Banking Info</b></p>	<ul style="list-style-type: none"> <li>- Benefits Information</li> <li>- Physician's Declaration of Good Physical and Mental Health</li> <li>- TB Skin Test</li> <li>- Vaccines and Inoculations</li> <li>- Immunization Confirmation</li> </ul>

	<ul style="list-style-type: none"> <li>- Return to Work Physician Letters</li> <li>- Physician Notes</li> <li>- Work Safe BC Correspondence</li> <li>- Other Relevant Medical Information</li> <li>- [Subfolder] Banking Information: <ul style="list-style-type: none"> <li>- Void Cheque/Direct Deposit Form</li> <li>- TD 1's</li> </ul> </li> </ul>
<b>Miscellaneous</b>	- Miscellaneous Employment Information (i.e. employee photograph)

**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		

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.