PATHWAYS ABILITIES SOCIETY

POLICY: EXITING PATHWAYS
Applies to: All Personnel, Volunteers, Persons Served, Home Share Providers and Tenants

Original Approval Date: April 28, 2003
Date Board Approved: October 18, 2021
Replaces Policy Dated: January 25, 2016

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Board Member's Signature

POLICY
Volunteers, home share providers, and individuals are encouraged to provide as much notice as possible if exiting a Pathways Abilities Society service or a housing unit.

Employees are required to provide reasonable notice when resigning, specific to the nature of their position.

Tenants are required to provide the manager with-one month's clear notice (in writing or via email), indicating their intention to move out of their unit the last day of the month preceding the last month they intend to live in the unit.

The society may end the tenancy of a tenant who is no longer able to live independently however will do so only after attempts to support them in their current accommodation have been exhausted.

Employees, volunteers, home share providers, individuals and tenants are responsible for returning Pathways property/ items including but not limited to keys, credit cards, cellphones, etc. when discontinuing employment, volunteering, services or housing.

Management will create and complete a ShareVision Employee/Volunteer Departure Checklist for employees and volunteers who are exiting. Management will create and complete a ShareVision Home Share Contractor Departure checklist for home share providers who are exiting.

All employees, volunteers, home share providers, individuals receiving services and tenants are encouraged to provide feedback regarding their experience with Pathways Abilities Society and their interpretation of the organization's performance in meeting its goals and objectives. They receive an Exit Interview form and a stamped return envelope addressed to the executive director.

Feedback will be reviewed and used to improve service delivery.

Exit Interview forms will be analyzed and actions taken where applicable.