

PATHWAYS ABILITIES SOCIETY

POLICY: HIRING PRACTICE

Applies to: All Personnel

Original Approval Date: 1993

Date Board Approved: October 23, 2023

Replaces Policy Dated: September 25, 2023

Board Member's Signature

Vacant positions are posted externally on various jobsites.

New hires and all employees must have the certifications and qualifications outlined in the Certification and Qualification policy and procedure.

New hires are responsible for providing original documents and providing proof of authenticity.

New employees who prefer that Pathways Abilities Society pay the up-front costs to obtain employment prerequisite requirements will be assisted. Pathways Abilities Society will pay for the requirements and deduct the amount from the person's pay.

New hires hired after April 4, 2022, who complete and submit all prerequisite employment requirements outlined in their letter of hire will be reimbursed for the costs of obtaining them upon providing copies of receipts and successful completion of their probationary period. New employees who do not obtain a Class 4 driver's license, submit business class care insurance and a satisfactory driver's abstract will not be reimbursed regardless of successful completion of their probationary period.

New hires are not permitted to work or orientate alone with individuals until they have completed first aid training, the agency has received a satisfactory criminal record check, and prior to working independently in the homes, a valid Food Safe Certificate.

When a vacancy occurs, the selection process will be based on the applicant's education, training, experience, required certification, personal suitability, disposition, eligibility to work in Canada, eligibility for bonding, health, absence of job-related criminal record search, positive reference checks and other factors considered relevant by Pathways Abilities Society. Those that do not possess the required qualifications will not be interviewed. Management and bargaining unit employment promotions, appointments, transfers, compensation and or assignment of work are free from the bias of discrimination and are guided by Pathways policies and procedures and/or the most recent collective agreement.

At no time will Pathways Abilities Society discriminate against any applicant based on age, sex, gender, sexual orientation, race, creed, color, national origin, marital or parental status, non-job-related disability or political belief. Employees requiring the use of a guide dog must provide a Guide Dog and Service Dog certificate from the province of British Columbia.

A relative of an employee may be refused employment or a transfer to a new work area when a conflict of interest occurs or when the new supervisory or reporting relationship is direct.

New employees will not be hired for the purpose of specifically providing service to a relative and/or where a conflict of interest occurs.

A relative of a member of the board of directors may be hired, provided the director thereafter absents themselves from any committee or board discussion and/or vote to pertain to personnel or labour relations issues (i.e., salaries, benefits, conditions of work, recruitment, etc.).

Prior to making a final selection, Pathways Abilities Society ensures a minimum of two (2) reference checks have been conducted with the applicant's written approval. Applicant's resumes and interview information are kept on file for a one-year period.

Pathways does not provide unsuccessful external applicants with interview feedback.

All new employees receive a written letter of hire outlining the position, start date, salary, benefits, and conditions of employment, including probationary terms.

Pathways Abilities Society adheres to the Promotions and Staff Changes article outlined in the most recent collective agreement.

Individualized Funding (IF) Contracts

IF postings only encompass the number of hours specific to the IF contract. Persons participating in the hiring process are made aware of the appointment provision in our most recent collective agreement. They receive a brief overview of each applicant, including their length of service with the organization. Persons participating in the process will ask questions related to garnering information on the person's qualifications and abilities. The person with IF funding chooses the appropriate staff person.