

PATHWAYS ABILITIES SOCIETY

PROCEDURE: POLICIES AND PROCEDURES

Applies to: All Personnel, Volunteers, Persons Served, Families, Advocates, Caregivers and Tenants

Original Effective Date: February 26, 2024

Effective Date: February 26, 2024

Replaces Procedure Dated: Not applicable

Policies

1. Notify a manager if a new policy or procedure is needed or an existing policy or procedure needs to be revised.
2. The manager:
 - Existing policy: Copies the exiting policy from the M drive Policies/ Pathways Policy and Procedure Manual to the M drive Supervisors/ Policies and Procedures.
 - New Policy: Create using the template in the M drive/ Management/ Policies and save in the M drive Supervisors/ Policies and Procedures.
 - In the header puts REVISED or NEW.
 - Moves or adds the Effective Date to the Replace Policy Date and leaves the new Effective Date blank.
 - Updates the document using bold to identify new language and strikethrough for language proposing to be removed.
3. The leadership team checks the file weekly to determine if there is a policy in revision and inputs their feedback using Reviewing, Sharing and Notes Word functions.
4. The executive director, prior to the next board meeting reviews the file, makes any additional changes to the policy(s) and includes the revised or new policy(s) for the board's consideration at the meeting.
5. If approved, the executive director:
 - Updates the Policy and Procedure Index date and identifying the changes in italics.
 - Updates the M Drive/ Management/ Policies/ Pathways Policies and Procedures Manual.
 - PDF's the policy(s).
 - Sends the policy(s) to Propeller Brand for updating on the website.
 - Updates the Policy and Procedure ShareVision list.
 - Posts on the Employee Services page that a policy(s) has been updated and to sort by the date.
 - Updates the memory sticks in the area policy and procedure folders.
 - Updates the printed manuals in their office.
 - Scans the old Index and the polices being replaced and saves the scanned document with the date to the M drive/ Policies/ Old Information and the respective year.
 - Shreds the old documents.

Procedures

1. Complete all the steps in the Policies section except step 4.

Operational Procedures

1. Complete all the steps in the Policies section except steps 4 and 5 however, see the next step.
2. Updates the procedures in the M Drive/ Management/ Policies/ Pathways Policies and Procedures Manual and the M Drive Supervisors/ Operational procedures.
3. The leadership team accesses operational procedures through the M drive/ Supervisors.