

PATHWAYS ABILITIES SOCIETY

POLICY: STAFF MEETINGS

Applies to: All Personnel

Original Approval Date: December 13, 2021

Date Board Approved:

Replaces Policy Dated: NA

Board Member's Signature

POLICY

All employees are encouraged to attend staff meetings on a regular basis in order to exchange ideas and recommendations that will assist employees in providing quality services to the people we support. Employees are paid their regular wage for all time attended and will record the hours on their timesheet in the meeting column.

If Pathway's Abilities Society instructs an employee to attend a mandatory meeting, the employee will be paid at their regular rate of pay or, if applicable, as outlined in the overtime policy or overtime provisions of the collective agreement or the "minimum daily requirements."

Employees who do not attend staff meetings are required to read the staff meeting minutes posted in ShareVision for the respective areas they work, within a week of the meeting minutes being posted and check off confirming they have done so.