

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: PERSONNEL AND VOLUNTEER FILES AND INFORMATION**

**Applies to:** All Personnel and Volunteers

**Effective/Revision Date:**

April 28, 2003  
August 11, 2005  
March 28, 2007  
October 31, 2007  
September 12, 2011  
January 24, 2013  
March 26, 2018

1. The executive director or designate collects all relevant personnel and volunteer file information at a new employee/volunteer's one-hour office orientation and in the month of January.
2. The executive director or designate identifies outstanding information, documents and provides the supervisors/ managers or designate with a copy.
3. The supervisors/ managers or designate is responsible for obtaining the outstanding information and providing it to the executive director in the format outlined in the current Personnel and Volunteer Files and Information format. He/ she verifies the original documents when applicable.
4. Employees and volunteers are responsible for notifying the executive director or designate of changes relating to the maintenance of their personnel and volunteer file, ShareVision list and required certifications.
5. The executive director or his/her designate is responsible for keeping personnel and volunteer files and employee and volunteer ShareVision lists current and up-to-date. Information that is expired or updated will be destroyed as outlined in the Pathways Abilities Society Confidentiality and Release of Personal Information policy and procedures. Person's served employed through social ventures files are kept and maintained at 1216 St. Paul Street.
6. An employee and volunteer wishing to review their file content contacts the executive director or designate to arrange a mutually convenient time.
7. The executive director or designate audits and updates active bargaining unit and management personnel files annually in the month of January, volunteer annually in the month of March and person's served files annually in the month of November.
8. When the person leaves Pathways Abilities Society's employment or volunteer placement, the file information is compiled into one file and stored for the required retention period.