

## PATHWAYS ABILITIES SOCIETY

### **POLICY: HIRING PRACTICE**

**Applies to:** All Personnel

All support workers are required to possess the following:

- \*Post secondary certification in the Human Service Worker field
- Valid CPR / First Aid certificate (must be valid for a 2 year period)
- TB skin test / X-ray
- Hepatitis B inoculation
- Physician's Declaration of good Physical and Mental Health completed by a physician who has known the person for a minimum of two years
- Valid Food Safe Certificate for employees working in a licensed facility or a commercial kitchen
- Caring About Food Safety on-line course Certificate
- Valid Class 4 Drivers License
- Satisfactory Driver's Abstract
- Valid Business Class Car Insurance
- Satisfactory Criminal Record (completed within 3 months)
- Computer skills, data entry, Internet literacy

All supervisory staff is required to possess the following:

- \*Post secondary certification in the Human Service Worker field
- Management or Leadership Certification
- Valid CPR / First Aid certificate (must be valid for a 2 year period)
- TB skin test / X-ray
- Hepatitis B inoculation
- Physician's Declaration of good Physical and Mental Health completed by a physician who has known the person for a minimum of two years
- Valid Food Safe Certificate for employees working in a licensed facility or a commercial kitchen
- Caring About Food Safety on-line course Certificate
- Valid Class 4 Drivers License
- Satisfactory Driver's Abstract
- Valid Business Class Car Insurance
- Satisfactory Criminal Record (completed within 3 months)
- Excellent computer skills, data entry, Internet literacy

All accounting staff is required to possess the following:

- \*Chartered Accountant, Certified General Account, Certified Management Accountant
- \*Computerized Accounting Certification
- Physician's Declaration of good Physical and Mental Health completed by a physician who has known the person for a minimum of two years
- Valid Class 5 Drivers License or a valid reason for not
- Satisfactory Driver's Abstract or a valid reason for not
- Valid Business Class Car Insurance or a valid reason for not
- Satisfactory Criminal Record (completed within 3 months)
- Excellent computer skills, data entry, Internet literacy

All management staff is required to possess the following:

- \*A completed university degree or college diploma in the field of social service delivery and management
- Physician's Declaration of good Physical and Mental Health completed by a physician who has known the person for a minimum of two years
- Valid Class 5 Drivers License
- Satisfactory Driver's Abstract
- Valid Business Class Car Insurance
- Satisfactory Criminal Record (completed within 3 months)
- Excellent computer skills, data entry, Internet literacy

All professional or administrative staff is required to possess the following:

- \*A completed degree or college diploma in their specific field of hire
- Certification or a license in their specific field
- Physician's Declaration of good Physical and Mental Health completed by a physician who has known the person for a minimum of two years
- Valid Class 5 Drivers License
- Satisfactory Driver's Abstract
- Valid Business Class Car Insurance
- Satisfactory Criminal Record (completed within 3 months)
- Excellent computer skills, data entry, Internet literacy

\* A comparable form of post-secondary education and/or experience may be considered.

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

New hires are not permitted to work or orientate alone with individuals until they have completed first aid training and a satisfactory criminal record check is received and on file.

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, 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 on the basis of age, sex, sexual orientation, race, creed, color, national origin, marital or parental status, non-job-related disability or political belief.

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 where a conflict of interest occurs.

A relative of a member of the board of directors may be hired, provided the director thereafter absents him/herself from any committee or board discussion and/or vote pertaining 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 is 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 from our most recent collective agreement. They receive a brief overview of each of the applicants including their length of service with the organization. Persons participating in the process will ask questions that relate to garnering information on the person's qualifications and abilities. The persons with IF funding chooses the appropriate staff person.

#### Effective/Revision Date

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January 26, 2004  
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#### Board Approval

1993

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April 28, 2003  
January 26, 2004  
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