

# PATHWAYS ABILITIES SOCIETY

## POLICY AND PROCEDURE MANUAL INDEX

March 28, 2019

Titles that include the word Policy means that there are no procedures or the procedures to be used relates to another policy.

*Italics: New or revised policy and/or procedure.*

### **Organizational**

- Mission, Vision and Mandate
- Values Statement
- Governance Policy
- Code of Ethics
- Entrance, Transfer, Increase and Discontinuation of Service
- Membership
- Services Policy
- Strategic Planning

### **Persons Served**

- Designated Decision Maker Policy
- Food and Nutrition
- Gift Exchange
- Home Sharing
- Individualized Funding (IF)
- Individual Service Planning and Monitoring
- Medical Care and Medical Appointments
- Personal Affairs of Persons Served
- Pets in Residence
- Persons Served Rights and Consent for Release of Information Policy
- Persons Served Files and Record of Effects
- Persons Served Finances
- Persons Served in Staff Homes
- Resident Care, Social Access and Visitors
- Seizures
- Service Attendance and Monitoring of Individuals
- Sexuality
- Sick Person Receiving Service
- Support Protocols
- Vacations/Travel Club and Out of Town Assignments

### **Human Resources**

- Attendance and Absenteeism
- Casual Call-In
- Casual Job Abandonment
- Cellphones and Mobile Devices
- Certification and Qualifications

- Criminal Record Check
- Discipline
- Discrimination
- Dress Code and Personal Appearance Policy
- Employee Compensation
- Exempt Compensation
- Flextime and Bank Time
- Gratuities/Tips/Gifts/Loans
- Health Requirements
- *Hiring Practice*
- Illness and Disability Management
- Impairment, Alcohol and Drugs (formerly, Alcohol and Drugs)
- Job Descriptions
- Orientation
- Overtime
- Performance Evaluations
- Personnel and Volunteer Files and Information
- Professional Development
- Recognition (formerly Employee Recognition)
- Smoking
- Succession Planning
- Vacation and Time Off
- Volunteers and Practicum Students

### **Community Relations**

- Board Recognition Policy
- Donations and Fundraising
- Committee Participation Policy
- Media
- Promotional and Marketing Material
- Research Policy
- Room Rental and Building Usage

### **Administration**

- Borrowing Equipment, Materials or Vehicles
- Business Cards, Letterhead and Pathways Abilities Society Logo Usage
- Disposition of Obsolete or Damaged Inventory or Items
- *Logging, Documentation, Communications and Administration*
- Mail
- Parking Passes
- Retention, Administrative File, Records and Documents
- Sales/ Work Orders and Invoicing
- Travel, Accommodations and Meals

### **Finances**

- Bank Accounts and Signing Spending Authority
- Budgeting, Disbursements, Payables and Receivables
- Business Decisions
- Cash

- Contracts
- Credit and Credit Cards
- Depreciation
- Fee Pricing for Services and Products
- Investments
- Petty Cash
- Purchasing and Storage
- Rent Subsidy

### **Quality Assurance and Risk Management**

- Quality Assurance
- Outcomes Management
- Risk Management
- Accessibility
- Advocacy in the Service Area
- Abuse
- Behavioral Support and Intervention Guidelines
- Bullying Policy
- Complaints and Advocacy Tracking
- *Confidentiality and Release of Personal Information*
- Conflict of Interest
- Conflict Resolution Policy and Conflict Resolution and Discrimination Procedure
- Damage and Missing Items
- Exiting Pathways
- Incident Reporting
- *Information Technology Standards and Guidelines*
- Internet, Social Media and Email Usage
- Insurance
- Legal Action
- Medication Administration (3 separate area specific procedures)
- Motor Vehicle Accident Reporting
- On-Call
- Personal Care for Persons of Opposite Sex
- Privacy
- Sentinel Events
- Theft Policy
- Unanticipated Service Modification, Reduction or Closure
- Waste Fraud and Corruption

### **Health and Safety**

- Building Maintenance and Repair
- Control of Hazardous Materials
- Critical Incident Debriefing
- Exposure Control Plan for Blood Borne Pathogens
- Immunization/ Influenza
- Investigations and Legal Action
- Investigation of Accidents Involving Employees
- Lift and Transfer
- Occupation Health and Safety and the Occupation Health and Safety Committee

- Shoplifting
- Transportation
- Universal Precautions and Infectious Diseases
- Working Alone, Security, Keys and Codes
- Workplace Violence Protection

### **Emergencies**

- Death and Dying and Do No Resituate Orders (DNR)
- Emergency Preparedness and Response
- Evacuation and Society Closure
- Injury and/or Medical Emergency
- Bomb Threat
- Earthquake
- Fire and Fire Safety Management
- Forest Fire Policy
- Gas Leak Policy
- Lockdown
- Missing Person
- Power Outage
- Snow Storm Emergency Policy