

PATHWAYS ABILITIES SOCIETY

POLICY AND PROCEDURE MANUAL INDEX

May 13, 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/ Camp and Out of Town Assignments*

Human Resources

- Attendance and Absenteeism
- *Casual Shift 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