

GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Human Resources

TOPIC: Following Policies & Procedures

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POLICY

It is the policy of Community Living Thunder Bay that all policies and procedures of the Association be followed accordingly.

Ontario Regulation 299/10 has minimum standards in place that we must comply with.

PURPOSE

The purpose of this policy is to ensure that the Policies and Procedures of the Association are followed by all employees. This is to assure uniform process and methods by employees and avoid any mishaps or legal issues that could ensue due to not following proper Association Policies and Procedures.

The purpose of this policy is also to outline the steps that would be taken when an employee or member of the Association does not follow the proper Policies and Procedures set out by the Association.

Initial: 

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PROCEDURE

As part of the orientation process, new employees of the Association shall be made aware of and educated on the Policies and Procedures of the Association.

The Team Leader or supervisor of the new employee shall be aware of the Policies and Procedures to ensure that the employees working for them are made aware of and are working in accordance with the Association's Policies and Procedures.

When new policies are approved they shall be distributed within 5 days of approval to all staff in the Association. An affirmation sheet shall be provided with the new policy for staff to sign, declaring that they have read and understood the new policy and procedure. This affirmation will be filed in the employees' personnel file. This is to ensure that everyone is made aware of new policies and to ensure that the current policies and procedures are being applied.

Annually staff will be required to review all CLTB policies and procedures and affirm their understanding and have an opportunity to ask questions. An affirmation sheet shall be provided for staff to sign, declaring that they have read and understood the new policy and procedure. This affirmation will be filed in the employees' personnel file.

NOT FOLLOWING PROPER POLICIES AND PROCEDURES

Not following policies and procedures may be due to a lack of understanding of the policy, uncertainty of the intent of the policy or the lack of awareness that the policy is in effect. This shall be noted to Human Resources in order to make the proper corrections, ensure clarity within the policy and ensure that it will be communicated effectively to the staff of CLTB.

If an employee of CLTB is not following the proper policies and procedures of the Association and is aware of the correct methods, they shall be disciplined according to the procedures outlined in the Progressive Discipline Policy and Procedure HR.16.0.