

Policy & Procedure Manual

**DISTRIBUTION OF NEW/REVISED POLICIES AND
PROCEDURES – AD-IV-2**

POLICY:

All policies and procedures shall be distributed to all policy and procedure manuals in a prompt and timely manner.

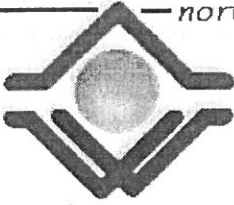
All employees shall be required to read and sign a signature page for all policies and procedures within one month's time of issuance, in accordance with Policy AD-IV-5 – Operational Policy Accountability.

PURPOSE:

To ensure all staff are aware of applicable policies and procedures as they are developed/revised.

PROCEDURE:

1. The Secretary/Receptionist shall co-ordinate the distribution of all new/revised or deleted policies and procedures.
 - a. Each policy sent must be recorded on the "Policy Group Listing" form (see Appendix A) in order to track which policies have been distributed within each group and a "Distribution Process Master Form" will be completed to track policies distributed and ensure their timely return. (See Appendix B)
 - b. A copy of each new/revised policy will be made for each residential location, as well as for all manuals located at the Administrative office. An instructional memo will be sent with the policies, directing the Supervisor/designate to either replace the existing policy, or add the new policy. It will also specify whether any changes need to be made to the Alphabetical Listing of all policies, located in the front of each binder. (In the case of policy name changes or new policies)
 - c. A signature page will be printed for each location (residential and administrative), for each policy (as required), listing the names of all full and part time employees (See Appendix C). Each employee will be responsible for reading and signing for each policy within one (1) month's time of issuance.



Personal Support Services

PROCEDURE (continued):

- d. A signature page listing all policies distributed will be sent to each casual employee at their home address, informing them of new policies in place, and instructing them to read, sign and return the form within one (1) month's time. A listing of all casual employees receiving their policy listing at home will be forwarded to each Supervisor to facilitate tracking of returned forms.
- e. For employees on LOA a signature sheet will be kept on file by the Receptionist/ Secretary for their signature upon their return to work. A listing of all LOA employees will also be sent to each Supervisor, each time a new grouping is sent out, to ensure that all employees on leave will receive the appropriate policy signature sheet(s) upon their return to work.
- f. When the Receptionist/Secretary is informed by a Human Resources Representative that an employee has returned to work, all policy signature sheets that have been generated during their absence will be forwarded to the employee. Attached to the signature sheets will be a memo instructing the employee to read and sign for the policies distributed during their leave, as well as indicating a due date one month following their return to work for the return of the signature sheet. A copy of this memo will also be sent to the Supervisor, so that they are aware that the employee has received the new/revised policies.

NOTE: Area Supervisors who have placement students/volunteers are responsible to ensure these individuals read and sign the applicable updates.

RECOMMENDED BY: Administration

APPENDICES: 3

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Client Services Administration, Client Services, Community Resource Team

ORIGINAL POLICY DATE: November 1991

AUTHORIZED BY: Executive Director

SIGNATURE

Policy And Procedure Manual
Policy Group Listing

Effective Date	Policy Number	Policy Date	Policy Title	Department	Category	
11, 2005	HS-V-3	Oct 05	First Aid Requirements	Employee Health & Safety	Occupational Health	
	HR-I-9	Oct 05	Staff Orientation	Human Resources	Procurement	
	HR-III-34	Oct 05	Proof of Education, Certification, Designation	Human Resources	Working Conditions	
	FD-II-2	July 05	Financial Reporting	Finance Department	Financial Planning/Monit.	
	FD-III-1	July 05	General Ledger Processing	Finance Department	General Ledger	
	FD-III-2	July 05	Bank Reconciliation	Finance Department	General Ledger	
	FD-IV-6	July 05	Invoices for Payment	Finance Department	Accounts Payable	
	FD-V-1	July 05	Billings	Finance Department	Accounts Receivable	
	FD-V-2	July 05	Payments	Finance Department	Accounts Receivable	
	FD-VII-2	July 05	Payroll Processing	Finance Department	Payroll	
	FD-VII-3	July 05	Employee Master Forms	Finance Department	Payroll	
	FD-VIII-2	July 05	Purchase Orders	Finance Department	Purchasing	
	FD-VIII-7	July 05	Blanket Purchase Orders	Finance Department	Purchasing	
	FD-IX-3	July 05	Computer Backups	Finance Department	Information Systems	
	7, 2005	HR-III-35	Nov 05	Attendance Management	Human Resources	Working Conditions
		HR-VII-1	Nov 05	Volunteer Enrollment/Screening/Placement	Human Resources	Volunteers/Students
		HR-VII-2	Nov 05	Volunteer Criminal Reference Checks	Human Resources	Volunteers/Students
HR-VII-3		Nov 05	Volunteer Orientation	Human Resources	Volunteers/Students	
HR-VII-4		Nov 05	Volunteer Supervision	Human Resources	Volunteers/Students	
HR-VII-5		Nov 05	Volunteer Exit Interview	Human Resources	Volunteers/Students	
HR-VII-7		Nov 05	Student Criminal Reference Checks	Human Resources	Volunteers/Students	
HR-VII-8		Nov 05	Student Exit Evaluation	Human Resources	Volunteers/Students	
R-I-21		Nov 05	Daily Log Book	Community Supp. Services	General	
R-I-18		Nov 05	Health Related Appointments	Community Supp. Services	General	
R-I-17		Nov 05	Hospitalization	Community Supp. Services	General	
R-I-14		Nov 05	Annual Physical Examination	Community Supp. Services	General	
R-I-13		Nov 05	Communication Book	Community Supp. Services	General	
R-I-10		Nov 05	Documentation - Casebook Charting	Community Supp. Services	General	
R-I-7		Nov 05	Nutrition and Menu Planning	Community Supp. Services	General	
R-I-6		Nov 05	Mealtime - Supporting Clients to Eat	Community Supp. Services	General	
R-I-5		Nov 05	Choking - High Risk Clients	Community Supp. Services	General	
R-I-4		Nov 05	Death of a Client	Community Supp. Services	General	
R-I-3		Nov 05	Maintenance and Safety	Community Supp. Services	General	
R-I-2		Nov 05	Nightly Hot Water Check	Community Supp. Services	General	

Policy And Procedure Manual Distribution Process Master Form

POLICY: AD-IV-2
APPENDIX B

Date Distributed: _____

Grouping No: _____

Return Due Date: _____

Distribution List (Copy of Policy)	Done			
1. Copy of Policy to all homes (15)				
2. Replace Policy in 3 sets in Student Office				
3. Replace Original in Reception Binder				
4. Copy of Policy to: Carolyn G (HR only)/Carolyn H (HS only)				
5. Instruction Memo for All Homes				
Distribution List (Signature Pages)	Sent	Returned		
1. Signature Pages to all homes (separate page for Hodder Apt)				
		Nicholett's Collins Glengary Dacre Kenwood Hodder Ave Hodder Apt Francis Frederica Rosslyn Syndicate Langworthy Market Skyline Roberta St. James Tuscany		
2. Circulate to Alloy: Finance/Admin/CRT/HR/Bob/Amy				
3. Mail out to Casual		See attached		
4. Signature Pages for LOA				
5. Memo to Supervisors (Cas & LOA list)				

Process Completed:

Date:

Policy Grouping 1005

Return by: February 22, 2006

OPTIONS northwest
POLICIES AND PROCEDURES SIGNATURE PAGE
(New/Revised)

POLICY NO:	RR-II-1	POLICY DATE:	January 2006
TITLE:	Casebook Filing Order		
DEPARTMENT:	Records	CATEGORY:	Casebook Management

NOTE: SIGNATURE INDICATES THE ABOVE POLICY OR PROCEDURE HAS BEEN READ AND UNDERSTOOD

EMPLOYEE		(Collins)
NAME (print)	SIGNATURE	DATE READ
<p>**Please read and sign promptly and forward to next person on the list**</p> <p>If all signatures are not obtained please indicate reason (transfer, LOA), as well as add any Full Time or Part Time Employees that do not appear below.</p>		
Employee A		
Employee B		
Employee C		
Employee D		
Employee E	(on leave)	
Employee F		