

Policy & Procedure Manual

DISTRIBUTION TRACKING AND FOLLOW UP – AD-IV-4

POLICY:

Policy and Procedure signature sheets shall be tracked and filed in an organized manner to ensure that all employees have read and signed for all policies and procedures as outlined in Policy AD-IV-5 – Operational Accountability.

All policy deletion notifications shall be tracked to ensure policies and procedures no longer applicable are deleted.

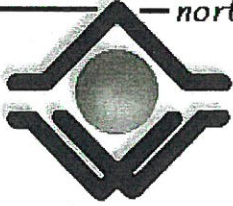
PURPOSE:

To provide a means to ensure that all policy and procedure signature sheets that have been distributed are signed and returned in a timely manner.

PROCEDURE:

TRACKING:

1. Each employee shall read and sign for each new/revised policy (as per policy AD-IV-5) as it is distributed. The co-ordination of this process shall be the responsibility of the Receptionist/ Secretary.
2. As each signature sheet is returned, it shall be recorded in the electronic file "S:\Admin\POLICY\Distribution Process\Returned Sheets by Grouping". See Appendix A for example.
3. Once recorded electronically, it shall be filed by grouping. Within each grouping, full time and part time employees signature sheets shall be filed by individual policy number and a separate folder shall be maintained for casual staff.
4. As all policy and procedure deletion notifications are returned, they will be checked off of a distribution list and filed for a one year period.



Personal Support Services

POLICY: AD-IV-4
DEPARTMENT: Administration
CATEGORY: Policies and Procedures
EFFECTIVE DATE: January 2013
SUPERSEDES VERSION DATED: February 2007
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FOLLOW-UP:

1. One (1) month after the due date for each policy or group of policies, a reminder letter will be sent to staff with outstanding signature sheets from the Executive Director. The letter will advise staff to contact their Supervisor and arrange to sign outstanding signature sheets within thirty (30) days. Failure to comply will result in disciplinary action.
2. Two (2) months after the reminder letter, if signature sheets are still outstanding, names will be forwarded to the Executive Director and he will contact the staff to come to the Cumberland office for supervised signing of outstanding signature sheets.
3. Supervisors will address outstanding policy signature sheets as part of staff annual performance appraisals.

Failure to comply with reading and signing the policies and procedures as outlined in Policy AD-IV-5 Operational Policy Accountability may result in disciplinary action in accordance with Constructive Discipline Policy HR-III-30.

FOLLOW-UP – Deletion Notifications

1. Two weeks following distribution of a deletion notice, the Receptionist/Secretary shall follow-up with the Policy and Procedure representative regarding the status of the policy deletion.

RECOMMENDED BY: Administration

APPENDICES: 1

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

ORIGINAL POLICY DATE: March 2006

AUTHORIZED BY: Executive Director

SIGNATURE: _____

Returned Signature Sheets by Grouping

Dept 2	Name-Last, First	1000	1001	1002	1003	1004	1005	1006	1007
DACR	EMPLOYEE 1	X		X					
DACR	EMPLOYEE 2	X	X	X		X			
DACR	EMPLOYEE 3	X	X	X		X			
DACR	EMPLOYEE 4	X	X	X	X	X	X		
DACR	EMPLOYEE 5	X	X	X	X	X			
DACR	EMPLOYEE 6	X	X	X					
DACR	EMPLOYEE 7	X	X	X					
DACR	EMPLOYEE 8	X	X	X	X	X			
KENW	EMPLOYEE 9	X	X	X	X	X	X		
KENW	EMPLOYEE 10	X	X	X	X	X	X		
KENW	EMPLOYEE 11	X	X	X	X	X	X		
KENW	EMPLOYEE 12	X	X	X	X	X	X		
KENW	EMPLOYEE 13	X	X	X	X	X	X		
KENW	EMPLOYEE 14	X	X	X	X	X	X		
KENW	EMPLOYEE 15	X	X	X	X	X	X		
KENW	EMPLOYEE 16	X	X	X	X	X	X		
KENW	EMPLOYEE 17	X	X	X	X	X	X		
KENW	EMPLOYEE 18	X	X	X	X	X	X		
KENW	EMPLOYEE 19	X	X	X	X	X	X		
KENW	EMPLOYEE 20	X	X	X	X	X	X		
KENW	EMPLOYEE 21	X	X	X	X	X	X		
HODMN	EMPLOYEE 22	X	X	X	X	X	X		
HODMN	EMPLOYEE 23	X	X	X	X	X	X		
HODMN	EMPLOYEE 24	X	X	X	X	X	X		
HODMN	EMPLOYEE 25	X	X	X	X	X	X		
HODMN	EMPLOYEE 26	X	X	X	X	X	X		
HODMN	EMPLOYEE 27	X	X	X	X	X	X		
HODMN	EMPLOYEE 28	X	X	X	X	X	X		
HODMN	EMPLOYEE 29	X	X	X	X	X	X		
HODMN	EMPLOYEE 30	X	X	X	X	X	X		

LEGEND

- Casual Staff
- Staff on Leave
- Casual Staff Signature on FT/PT Sheet
- FT/PT Staff on Late Signature Sheet
- Terminated Employee
- Staff Returned to Work - Policies Sent

Sample Only

