



**POLICY: HR-III-34**  
**DEPARTMENT:** Human Resources  
**CATEGORY:** Working Conditions  
**EFFECTIVE DATE:** August 2009  
**SUPERSEDES VERSION DATED:** March 2006  
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**Policy & Procedure Manual**

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**PROOF OF EDUCATION/CERTIFICATION/  
DESIGNATION – HR-III-34**

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**POLICY:**

Where proof of education, certification or other professional designation is required by the agency as a condition of employment, the employee must present such proof to Human Resources upon hire.

Where the required document is pending although all course or program requirements have been technically met, the employee shall be paid the start rate. Upon presenting proof of education, certification or attainment of professional designation, the employee shall be paid at the rate the employee would have been otherwise entitled. Such increase shall be retroactive to the date of completing all registration, certification or professional designation requirements or to the date of most recent hire.

Where ongoing proof of education, certification or other professional designation is required, the employee shall submit such proof to Human Resources as deemed necessary by the requirement.

Failure to provide continuing proof may result in disciplinary action up to and including termination of employment.

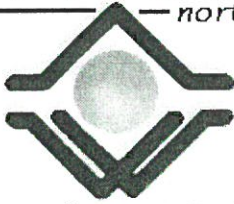
**PROCEDURE:**

**Documentation – Upon Hire:**

Upon sign on, new personnel shall submit any required original documentation to Human Resources, who will photocopy the original documentation, date and initial the copy and ensure placement in the appropriate employee file.

**Documentation – Ongoing:**

Where ongoing proof of education, certification or designation is required, the Human Resources Department will review with the employee his/her responsibility to submit the necessary documentation and establish timeframes for submissions. Copies of such documentation will again be taken, initialed and placed in the appropriate employee file.



Personal Support Services

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**PROCEDURE (continued):**

**Note:** Should an employee fail to submit any required documentation, the Director, Human Resources shall be notified and a decision made with respect to final hire, rate changes and/or disciplinary action.

**RECOMMENDED BY:** Director, Human Resources

**APPENDICES:** 0

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

**ORIGINAL POLICY DATE:** April 1993

**AUTHORIZED BY:** Executive Director

**SIGNATURE**