

CVS POLICY & PROCEDURE MANUAL

Policy Area: Human Resources

Policy # & Name: 6.4 Conditions of Employment

Group: All Staff

Purpose:

To ensure that all legal requirements and position qualifications are kept up-to-date.

Policy Statement:

CVS employees will ensure that all licenses, professional or occupational certificates, registrations are renewed according to CVS policy and any documents required for their continued employment are kept current.

Policy Requirements:

All employees must continuously and according to the timelines established provide current documentation of any licenses, certificates, registrations and CVS documents required of them as a condition of employment. A complete list of the documents required is in the Checklist for Potential or New Employees (HR 6.2.C) and in the job description for the position for which the employee is being hired.

Where the employer requires the employee to be qualified to perform first aid duties, or required to hold certificates or licences, the cost of renewal will be paid by **CVS**. Time spent at the course will be without loss of pay. Time spent at a course on a day off shall be compensated at straight time.

Employees are required to submit to the employer copies of their re-certification as scheduled by the employer.

Failure to maintain the required certification may result in the termination of the employee's employment.

Policy Audit: March Annually

Date Issued: March 13, 2004

Date Revised:

Position Responsible: Executive Director or designate

References:

- ☞ Job Descriptions and Forms Binder
 - ☞ HR 6.2.C – Checklist for Potential or New Employee
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FIRST AID/CPR:

Community Ventures Society employees are required to obtain and keep current valid Emergency level First Aid/CPR certification, or equivalent. The society will assume responsibility for the cost of renewing certification to this level.

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CRISIS INTERVENTION

Community Ventures Society is committed to the safety of all staff, participants and volunteers. All employees of CVS will have access to crisis intervention training on a regular basis. Personal safety concerns and strategies will be covered in all participant Health and Safety classes.

Community Ventures Society employees are required to obtain and keep current valid MANDT certification. The society will assume responsibility for the cost of renewing certification.