

**Perform Air International Inc.**  
**Administrative System Manual**  
**Procedure III.26: Employee Change Procedure**

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-Release
1	07/01/2013	Pagination of 3.1 thru 3.5 for consistency of format. New 3.1 thru 3.6 for clarification of responsibility. Revision to procedure for clarification of procedure, responsibility and grammar. New 5.1.1. Removal of duplicate statements.
2	07/15/2014	Revision to 2.0, 3.1, 3.2, 5.1, 5.1.2, 5.2, 5.3.1 and 5.3.2 for grammar.
3	10/31/2018	Revision to department name in 5.3.
4	12/31/2018	Revision to 5.1.2
5	06/30/2019	Revision to 6.1
6	10/31/2021	Revision to 5.3.1, 6.1

**1.0 Purpose:**

To ensure the ongoing integrity of Perform Air International Inc.'s electronic systems and records.

**2.0 Scope:**

All company new hires, terminations, position changes and changes in responsibility.

**3.0 Responsibility:**

- 3.1** The maintenance of this procedure is the responsibility of the Human Resources Manager.
- 3.2** It is the responsibility of the Human Resources Department to communicate to the Information Technology Department, all new hires, terminations, and position changes.
- 3.3** It is the responsibility of Departmental Management to communicate to the Information Technology Department, all changes to employee responsibilities.
- 3.4** It is the responsibility of Departmental Management, together with Executive Management, to identify and communicate to the Information Technology Department, the systems an employee will need access to, and the appropriate levels of authority within each system.
- 3.5** It is the responsibility of the Information Technology Department to effect changes requested by Management in a timely manner.

**4.0 Definitions:**

- 4.1 System** - Interdependent collection of software and hardware which serves a common goal for the organization. Examples include: DAC, PAI System and email.

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**5.0 Procedure:**

- 5.1** The Human Resources Department initiates the setup / removal of an employee by submitting the Employee Status Change Form to the Information Technology Department as well as generating a technical assistance request. This request generates the issuance / removal of the electronic information stored on the employee's ID badge and access to general database systems.
  - 5.1.1** Employee Badge Request/Issue Form will also be submitted for a new employee.
  - 5.1.2** In the event the employee is certificated (i.e., FAA Mechanic Certificate with Airframe and / or Powerplant Rating(s) or a Repairman Certificate) the Human Resources Department will provide this information for inclusion in the database via a technical assistance request.
    - 5.1.2.1** In addition, the Human Resources Department will verify the validity of FAA mechanic certificates through the FAA, to include employees that have been rehired/reinstated as well as temporary certificates. This is accomplished online using the FAA's "Airmen Inquiry" website.
- 5.2** A request to setup or remove the employee shall be submitted the first day of employment or on the last day of employment and changes should be completed within 24 hours of the submitted request.
- 5.3** In the event an employee's credentials (e.g., key card, username, and password) have been compromised (e.g. lost key card, etc.) the employee must inform their department manager immediately.
  - 5.3.1** In the event the employee's department manager is not available, the employee shall inform the *Information Technology Department*.
  - 5.3.2** The department manager is responsible for informing the Information Technology Department of security breach.
    - 5.3.2.1** Lost ID badges are considered invalid once a request for a new ID badge has been submitted.

**6.0 Records:**

- 6.1** Employee Badge Request/Issue Form (Form 59.24)
- 6.2** Employee Status Change Form (Form 62.31)