

4. **Requirements for Employment**

All employees are responsible for completing the requirements for employment and for ensuring that their requirements are kept up-to-date.

Expiry dates for mandatory employment requirements are noted on the employee's paystub.

Spectrum has a contractual obligation to ensure that all employees meet the requirements of employment. Employees who do not complete their requirements for employment will have their shifts suspended, without pay, until all the requirements are met.

(a) **Proof of identity**

Upon hiring, new employees and sub-contractors will provide H/R with photo identification (driver's license, BCID, passport) and SIN card, to be photocopied and placed in the personnel file.

(b) **Criminal record search**

All employees, volunteers and sub-contractors are required to complete a criminal record search upon hiring and every five years thereafter. The Consent to a Criminal Record Check form is available online or in paper form from H/R.

- Go to the following link to complete the form online:

<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/crr010-employer-consent.pdf>

- Employees, volunteers and sub-contractors check off Schedule A
- Practicum students check off Schedule B

- Forward your completed form to Spectrum's Human Resources department.
- Results from the search will be used in determining final suitability for employment. A Criminal Records Review Program Clearance letter will be kept in the employee's personnel file.
- The decision that an employee cannot be cleared for work is made by the Executive Director and given in writing to the employee. The Executive Director shall only be concerned with a criminal record that reflects past violations which may affect the employee's work at Spectrum. Failure by the employee to make full disclosure or refusal to provide the necessary information shall constitute grounds for dismissal. The decision of the Executive Director shall be final.
- Existing personnel will be sent an email reminder with the link to the online form prior to their five year anniversary, with instructions to fill out, sign and return the form to H/R within 30 days. The same steps outlined above will apply.

For more information, or to view the provincial Criminal Record Check guidelines, go to:
<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>

- (c) **Fingerprinting**
The Society does not require routine fingerprinting for employees, however fingerprinting may be required by the Province as part of the Criminal Record Check process.
- (d) **Drug testing**
The Society does not require routine drug testing. Employees shall not come to work under the influence of drugs or alcohol, or use drugs or alcohol during work hours, including prescription medications that may interfere with the employee's ability to perform his or her job. For more information, please refer to Policy #15 – Drugs and Alcohol.
- (e) **First aid certificate**
Within thirty (30) days of employment, all new employees must complete a First Aid course that has been approved by WorkSafe BC (Emergency First Aid – Community Care, or the equivalent). Employees must provide a photocopy of their certificate to HR. New employees are responsible for paying the cost of their initial first aid certification as a condition of employment.

Employees are responsible for ensuring that First Aid and CPR certification remains current throughout their employment with Spectrum Society. The Society will pay the cost of renewing certification for existing Spectrum employees. Employees will attend the course on their own time.

Instructions for completing and renewing first aid

Unless approved by a Director or HR, all employees, volunteers and sub-contractors are required to have current certification in Emergency First Aid – Community Care or the equivalent. Personnel who are not providing direct support to individuals or who are under the constant supervision of personnel who possess current first aid certification (eg. in a short-term volunteer capacity), or are not able to complete the first aid course due to medical reasons, may be exempt from this requirement.

New employees, volunteers and sub-contractors are financially responsible for their initial first aid certification. You must submit a copy of your first aid certificate to Spectrum within thirty days of your start date.

For existing Spectrum employees renewing their first aid certification:

- Call the St. John Ambulance “Central Registration Number”
Lower Mainland: (604) 321-2651 Toll free: 1-866-321-2651

- Sign up for the (8 hour) Emergency First Aid – Community Care course. You may register and complete this course at any of the community branches of St. John Ambulance or at the main branch (45th Ave. and Cambie St. in Vancouver). Tell St. John Ambulance to charge the course to Spectrum Society. Give the registrar our contact information – phone (604) 323-1433 and fax (604) 321-4144. They will then fax us a request for confirmation of payment.
- After registering, you can email personnel@spectrumsociety.org to advise that you have registered for your first aid renewal. Spectrum will be invoiced for the course cost whether you attend or not. Please be sure to provide St. John Ambulance with at least two business days' notice if you cannot make your scheduled course, or you will be asked to reimburse Spectrum for the cost. A \$20 service fee will be charged for any cancellations. Employees will be asked to reimburse Spectrum for this fee, unless the cancellation is made at the request of the supervisor or due to illness.
- Upon completion, please fax or email a copy of your first aid certificate to the Spectrum office or bring it to the office and we'll make a photocopy to place in your personnel file.

(f) Driver's license and use of personal vehicles

The Society may require the employee to have a driver's license if the position requires the use of a car. Within ninety (90) days of employment, the new employee must obtain a driver's license, if deemed applicable for the position.

Employees who are required to drive at work will be required to submit a driver's abstract to H/R upon hiring, and upon subsequent renewals of their driver's license. Employees are responsible for immediately notifying H/R of any driving infractions incurred or changes to their driving record.

Instructions for obtaining your driver's abstract:

Your B.C. driving record lists your licensing transactions and offences over the last five - year period. You can get a free copy of your B.C. driving record by going to the ICBC website and following the prompts:

<http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>

A Class 4 driver's license may be required in some programs. The purpose of this license is to enable an employee to transport people we support in a specialized vehicle. The Society will reimburse up to \$150 for Class 4 renewals if a Class 4 license is a requirement of the employee's position.

Employees must provide a photocopy of their driver's license to Human Resources. Employees are responsible for immediately notifying Human Resources if there is any change in the status of their driver's license. Employees will be responsible for the cost of obtaining/renewing their standard driver's license.

Spectrum encourages people to utilize public transit or walk whenever and wherever possible. However, a few of our programs require staff to use their own vehicles for transporting people or for carrying out Society business. The following conditions will apply when staff use their personal vehicles for work:

- i) Whenever employees use their own vehicles for Spectrum business or to transport people we support, they must first obtain approval from the supervisor.
- ii) Employees who use their personal vehicles for Spectrum business or to transport people we support will be required to obtain and maintain business insurance coverage on their vehicle and third party liability insurance in the amount of \$3,000,000. Employees will submit a copy of their vehicles insurance papers to Human Resources prior to using their vehicle for work, and will notify Human Resources immediately of any changes to their insurance coverage.
- iii) Employees will ensure that their vehicle is roadworthy and that any necessary maintenance or repairs are completed prior to using their personal vehicle for Spectrum business or to transport people we support.

See also Personnel Policy #25: Travelling Expenses for information on reimbursement of mileage expense.

- (g) **Immunization**
The Society does not require routine immunizations for employees. If a particular vaccination, inoculation or other immunization (for example, Hepatitis-B inoculation) is required to meet conditions and regulations within the Ministry of Children and Family Development or the Ministry of Health, the cost of the inoculation will be reimbursed by the Society.
- (h) **Orientation / training program**
All employees are required to attend a paid orientation session to the Society within their first 60 days of employment. Orientations to specific programs are also paid and must be approved by the supervisor.
- (i) **Privacy Training**
All employees are required to take the online CLBC Privacy Training Course within their first 30 days of employment.
<https://www.communitylivingbc.ca/CLBC-PIM/index.html>. Email a copy of the certificate to personnel@spectrumsociety.org.
- (j) **Meet & Greet visits**
With the approval of Human Resources, applicants may visit a program for the purpose of meeting the people we support and deciding whether or not to accept a position within the program. Such visits are voluntary and are on the applicant's own time.
- (k) **Proof of age**

An employee may be required to substantiate his/her age on request with a birth certificate or other acceptable evidence.

- (l) Non-Canadian status
Non-Canadian persons shall provide evidence of landed immigrant status or work visas/permits to the extent required to satisfy the appropriate immigration authorities. Work permits that state restrictions in Healthcare will not be considered for employment until the necessary steps are taken by the person to remove this restriction.
- (m) Confirmation of employment
Confirmation of employment is subject to approval by people we support, family and other representative groups as determined by the Society.
- (n) Homeshare providers
In addition to the above requirements, contracted homeshare providers are also required to complete the following, unless otherwise approved by a Director:
 - i) Home study (completed by Spectrum’s shared living coordinator or designate).
 - ii) Physician’s clearance letter.
 - iii) Introductions to anyone else living in the home.
 - iv) Criminal record search completed for any other adults living in the home.

Pay Stub Explanations

Personal Information:

- Name:** your name appears as “Last Name, First Name”
- Address:** your address appears here. This is also the address where we will mail your T4

Pay Period Information:

- Advice:** this is the Pay Slip Number. It has the same function as cheque number but for Direct Deposit
- Page:** our pay stubs are only one page.
- Pay Date:** this is the date that funds (**Net Pay**) will be transferred to your bank account
- Pay Period:** the current pay period. Spectrum has 24 Pay Periods each year.
- Period End:** the current pay period cut off date, indicating dates you will be paid for since the last pay period (the pay period always ends on the 8th or 23rd of the month)

Employment Information:

- START:** this is the date you started work with Spectrum
- 1STAIDEX:** this is the expiry date for your First Aid
- CRS EX:** this is the expiry date for your Criminal Record search
- RRSP:** this is the rate of your RRSP contribution
- VACRATE:** this is the rate of your vacation accrual
- DL EX:** this is the expiry date for your Driver’s License (if applicable)
- DLABS EX:** this is the expiry date for your Driver’s Abstract

- WORK:** this is your current default position – the rate you are paid for most shifts

Earnings Details:

- Entry:** Hours in current Pay Period
- Rate:** Pay Rate according to the item
- Period:** Gross amount for current period (9th to 23rd, or 24th to 8th)
- Year:** Gross amount for accumulated total until the end of current Pay Period

- REG PAY:** this is the total regular shift hours you worked during the Pay Period
- STAFMEET:** this is the hours for any staff meetings occurring in the Pay Period
- BK TAKEN:** this is the hours you have taken from your Time-Bank
- VAC PAY:** this is the hours you have taken for paid vacation from your vacation pool
- SICK PAY:** this is the hours you have taken for paid sick hours from your sick pool
- RETRO:** this is the retroactive amount you should have if your pay rate has been increased in the last Pay Period, back to the date the pay increase took effect
- STAT N/W:** this is the pay for a statutory holiday – whether you work or not – for a regular day’s pay.
- GROSS:** total Gross Earnings for current pay period
- VAC ACC:** this is the amount added to your vacation accrual for current pay period

Deductions Details:

- RRSP%:** this is the deduction for your RRSP, employee contribution
= RRSP rate X Gross Earnings
- RRSPLump:** this is the additional contribution you can make for your RRSP
- DONAT:** this is the donation you made to Spectrum Society, deducted from your pay cheque
- EI DED:** this is your deduction for Employment Insurance
- CPP-DED:** this is your deduction for Canada Pension Plan
- TAX:** this is your deduction for Income Tax
- MSP DED:** this is the deduction for your Medical Service Plan, employee contribution
- LTD:** this is the deduction for your Long-term Disability (this deduction occurs once every month on the 15th)
- TOT DEDS:** this is the sum of the total deductions from this pay period

Benefits and Other:

<u>S:</u> Single	<u>C:</u> Couple	<u>F:</u> Family
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- MSP BEN:** employer contributes the balance of your MSP (taxable)
- EHB:** employer pays Extended Health Benefits for you (non-taxable)
- DENTAL:** employer pays Dental Plan Premiums for you (non-taxable)
- GRP LIFE:** employer pays Group Life Insurance Premiums for you (taxable)
- DEPEN:** employer pays Dependent Life Insurance Premiums for you (non-taxable)
- ASI:** employer pays Accident & Serious Illness benefit for you (non-taxable)

Pools Information:

ADVANCE: this is the balance for your Cash Advance. It will be deducted from your next payroll.

VAC ACC: this is the balance for your Vacation Pool, it is accumulated in \$ amount

SICK ACC: this is the balance for your Sick Pool, it is accumulated in Hours

PAYHRS: this is the balance for your Seniority Pool, it is accumulated in Hours

BANKDHRS: this is the balance for the hours you have banked

Net Pay:

The net amount you will receive on the pay date, either direct deposited to your bank account or a cheque will be mailed to you. Net Pay = GROSS – TOT DEDS

Paystub Inserts:

All paystub inserts are posted on the Spectrum website. Please check this site regularly to ensure you are aware of upcoming events and information for employees. Follow the link from the main Spectrum website.