



Spectrum Society
FOR COMMUNITY LIVING

Policy & Procedures Committee – April 15, 2019



Agenda

- Personnel Policies
- Wages and Benefits
- Pizza
- General Policies



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Sun Run!





Personnel Policies

Personnel Policy 04 – Requirements for Employment

- added clause on fingerprinting and drug testing (not routinely required).
- added clause on new CLBC privacy training requirement.
- <https://sscl.sharevision.ca/public/PolicyDirectory/Under%20Revision/P04.0.Requirements.for.Employment2018.pdf>



Personnel Policies

Personnel Policy 09 – Health and Welfare Benefits

- updated with new benefits provider and coverage.
- <https://sscl.sharevision.ca/public/PolicyDirectory/Under%20Revision/P09.0.HealthWelfareBenefits2019.pdf>

Benefits – Sunlife January 2019

- We received a renewal proposal from our previous provider that would have increased our overall benefits cost by 25% or \$11,000 per month.
- We sought competitive quotes – best quote was Sun Life – small savings of 5% or \$4,000 per month.
- Challenges? Submitting receipts, New cards and booklets, no direct coverage in early January (save receipts)
- Booklet available at: https://sscl.sharevision.ca/public/Files/HRForms/SunLife_Spectrum_BenefitsFeb2019.pdf
- Opportunities for improvements?



Personnel Policies

Personnel Policy 10 – Employee Safety

- added clause on reporting any workplace injury to the supervisor or HR immediately, and advising employees to consult with their doctor for assessment of their injury and treatment recommendations.
- <https://sscl.sharevision.ca/public/PolicyDirectory/Under%20Revision/P10.0.EmployeeSafety2018.pdf>



Personnel Policies

Personnel Policy 14 – Staff Accompanying Individuals on Vacation

- added clauses on travelling outside of BC, referencing CLBC policy. Includes approval for out of province travel, maximum timeframe (30 days), requirement for emergency planning and requirement for obtaining out of province medical coverage.
- <https://sscl.sharevision.ca/public/PolicyDirectory/Under%20Revision/P14.0.StaffAccompanyingIndividuals.on.Vacation2018.pdf>



Wages and Benefits

History

- 1999 Unfair Labour Practice complaint settled with 15% increase
- 2006 Respect All Community Services – 2% per year
- 2010 BC CEO Network – MPP added for all agencies
- 2014 ESM – 5 Years – 1% GWI and 2.5% Comparability



Wages and Benefits

2019 Sustainable Services Mandate

- 3 year plan announced in Summer 2018
- 2% per year General Wage Increase (GWI)
- 4% per year Low Wage Redress (LWR)
- March 20th, 2019 – letter from funders says GWI for all, LWR for unionized staff only



Wages and Benefits

Low Wage Redress Campaign to get government to treat agencies and employees fairly:

- Letter to Minister of Finance
- Press Conference
- Media responses
- Visits with MLA's
- Letter from Lawyer demanding fair treatment
- Your assistance requested
- [Wage Equity Bulletin #31](#)



Wages and Benefits

April Increase:

- 3% increase effective April 9, 2019
- Continued advocacy for Low Wage Redress
 - 3.3% increase in community living



Sleep and CSW rates

	2018-2019	2019-2020			
	Current SLP	New SLP	Increase	Monthly	Annual
Start	\$12.65	\$13.85	9.49%	2,408.52	28,902.18
After 1,500 hrs	\$12.80	\$13.95	8.98%	2,425.91	29,110.86
After 3,000 hrs	\$12.95	\$14.05	8.49%	2,443.30	29,319.54
After 4,500 hrs	\$13.10	\$14.15	8.02%	2,460.69	29,528.22
	New CSW	New CSW	Increase	Monthly	
Start	\$17.81	\$18.34	3.00%	3,190.07	38,280.89
After 1,500 hrs	\$18.34	\$18.89	3.00%	3,285.01	39,420.07
After 3,000 hrs	\$18.99	\$19.56	3.00%	3,401.43	40,817.18
After 4,500 hrs	\$20.33	\$20.94	3.00%	3,641.45	43,697.38
Senior CSW	\$21.34	\$21.98	3.00%	3,822.36	45,868.28



General Policies

Policy 01.3 – Records Management – NEW

- new policy on the collection, storage and retention of confidential documents and timeframes for documentation.
- [https://sscl.sharevision.ca/public/PolicyDirectory/Under%20Revision/01.3.Records Management2018.pdf](https://sscl.sharevision.ca/public/PolicyDirectory/Under%20Revision/01.3.Records%20Management2018.pdf)



General Policies

Policy 25.2 – End of Life – NEW

- new policy on end of life planning and emergency procedure for responding to the death of an individual.
- <https://sscl.sharevision.ca/public/PolicyDirectory/Under%20Revision/25.2.EndOfLife2018.pdf>



General Policies

Policy 33 – Medications

- added clause on maintenance of adequate supply of medication.
- removed reference to Long Term Care guidelines and Medication Administration Manual.
- added clause on handling medications requiring refrigeration.
- added clause on handling medication requiring protection from light.
- added clause on disposing of blister packs.
- expanded clause on PRN medications to include documentation of the benefit (or lack thereof) to the individual and that PRN medications require a prescription.
- <https://sscl.sharevision.ca/public/PolicyDirectory/Under%20Revision/33.0.Medications2018.pdf>



General Policies

Policy 41 – Violent or Threatening Situations

- added clause on individuals who are known to become violent or threatening having a documented risk management plan and supervisor's responsibility for ensuring staff are trained on any behaviour support strategies.
- <https://sscl.sharevision.ca/public/PolicyDirectory/Under%20Revision/41.0.ViolentThreateningSituations.pdf>



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Three Amigos

