

Introduction

The online Employee Intake Package was designed to assist candidates who are in the process of completing their pre-employment requirements for **posAbilities**. The documents in this package must be reviewed, completed, acknowledged and signed by the candidate at the Administrative Orientation, prior to working in a program. The Administrative Orientation takes place at **posAbilities** Head Office, located at suite #240 – 4664 Lougheed Highway, Burnaby, BC.

There is a lot of information to absorb and we encourage all candidates to review the documents below prior to coming in for their orientation. Candidates may print and complete the required forms in advance if desired. Please note, an Administration Orientation will still be required.

Printed copies of any of the following documents will be available on request, and the forms will be provided at the orientation if they have not been completed.

The Package is divided into nine sections:

1. About **posAbilities**
2. Commitment to Professional Practice
3. Occupational Safety and Health
4. Transportation and Licensing
5. Mandatory Training
6. Electronic Access
7. Information about B.C. Government and Service Employees' Union
8. Creating An Employee Profile
9. Municipal Pension Plan and other Employee Benefits

Thank you for your interest in **posAbilities**, we look forward to working with you.

If you have any questions, please contact us by email, HRAsstMgr@posAbilities.ca or call (604) 299-4001.

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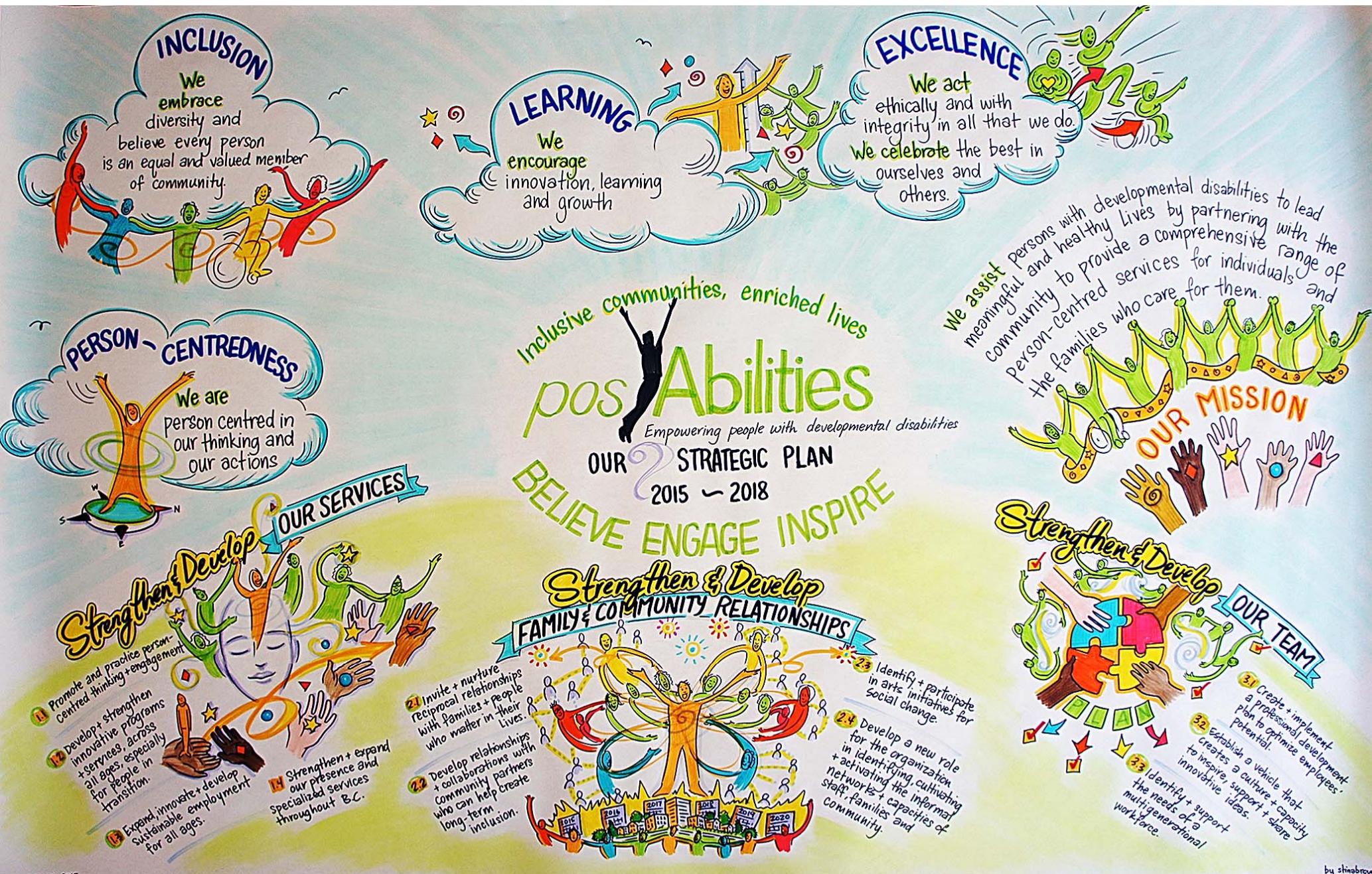
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Code of Ethics

I. SERVICES TO PERSONS SERVED

posAbilities' Charter of Rights will guide all our dealings with persons served. Above all, we will place their interests first. Our services to persons served will be characterized by the following:

a) Respect

The individuals we support are persons of inherent value and fully worthy of our respect. We will respect each person's rights and freedoms, and assist them to fulfill their responsibilities. We will treat them as persons with dignity, and we will do our best to make sure others see them and treat them the same way. We will not stigmatize persons served. We will never disparage, demean or humiliate persons served.

b) Choices

We will see in persons served their capacity and competence before limitation. Therefore, we will seek to expand their choices and opportunities, and to provide them with the information they want and need. We will also assist them to understand information to the best of our abilities. In all that we do, we will promote choice, decision-making and personal empowerment.

c) Advocacy

Persons served are entitled to all the rights and privileges that are accorded to them as citizens of Canada. We will assist and encourage persons served to lead meaningful lives as full citizens of their community. This includes helping them achieve their right to belong, to be valued, to participate, to assume responsibilities and to make meaningful contributions. We will never conduct ourselves in a way that undermines this effort. We will advocate for the rights and interests of persons served within the Association, within external systems and within the community at large.

d) Personal service

We will seek to understand and accommodate the complex person we are supporting; this includes considering such things as language, culture, ethnicity, sexuality, religion, values and beliefs. We will be sensitive to differences and celebrate diversity. We will treat each individual as an individual and, as far as possible, we will tailor our services to meet their needs and expectations.

e) Safety

We will take reasonable measures to protect the health, safety and emotional well-being of persons served; at the same time, we will recognize their right to take measured risks and to make mistakes.

II. PROFESSIONAL CONDUCT

Our Association will be accountable for maintaining the highest possible standards of professional practice. This will include all undertakings by the Association as well as undertakings by individuals working for or on behalf of the Association (including the board of directors, managers, employees and contracted support services).

a) Interpersonal relationships

We will treat all persons with whom we interact with dignity and respect. We will honour the important role of families, friends and advocates in the lives of persons served. We will be honest and straightforward, and genuine in all our dealings with people. We will be sensitive to diversity and difference; we will resolve interpersonal conflicts in a timely and respectful manner.

b) Criticism and mutual support

We will accept constructive criticism from one another. We will welcome complaints from stakeholders and respond in a respectful, timely, and effective manner. We will accept credit only for the work we have done and acknowledge the work and contributions of others. We will support one another to perform to the best of all our abilities, and to avoid conduct that diminishes quality of service or that erodes morale.

c) Collaboration

We will promote and contribute to professional collaborations. In the interest of maximizing our service, we will consult with stakeholders, with outside expertise, and with one another, as often as needed.

We will work with other service providers, organizations, and caregivers in a spirit of mutual and collegial respect. We will invite their feedback and contribution, even as we offer our own. Our influence will be a positive one, characterized by cooperation and encouragement. We will not act with malice, courtesy, or enmity.

d) Stewardship

We will respectfully maintain, safeguard, and preserve the property, assets and resources made available to us for the performance of our duties and commitments. Safeguarding of personal property (of person served, employees and visitors) is a shared responsibility

e) Excellence

We will be earnest in all our efforts, thoughtful in all our undertakings. We will strive to find more efficient and more effective ways of conducting business. We will provide the individuals we support with the highest possible standards of service.

f) Integrity

We will accept responsibility for our actions. We will not operate beyond the scope of our competencies, nor misrepresent our qualifications, experience and/or expertise. We will act quickly to correct any misinformation or misrepresentation concerning our services,

activities, outcomes, or credentials. We will not withhold evidence that might disconfirm our findings or views, and will acknowledge alternative positions, explanations, or hypotheses.

g) Community citizenship

We are a member of the communities in which we work and serve. This comes with responsibilities such as being a good neighbour, a good employer, and an overall positive influence. We will be mindful of our communities' needs and interests, and we will be supportive of its charitable, cultural, and educational institutions. We will not be politically complacent, but will maintain a presence that befits our responsibility.

h) Duty under law

We will understand and comply with the letter and spirit of all laws, regulations, agreements, or requirements that govern us. Where such requirements negatively impact operations or those we serve, we will seek immediate remedy; where the requirements do not go far enough to advance the interests of persons served or best professional practices, we will exceed them.

III. HUMAN RESOURCES

We will clearly and effectively communicate the qualifications, roles and responsibilities relating to all positions within the Association.

a) Treatment of our employees

We commit to treating our employees with dignity and respect and to ensuring that they are not subjected to any form of discrimination, nor to sexual or personal harassment. Our evaluative processes will be just and fair. We will encourage them in their professional development and assist them to learn and apply best practices.

We will strive to create a place of work where employees feel welcomed, appreciated, and comfortable. To this end, we will promote safe and healthy working conditions, positive working relationships, and a spirit of collegiality. We will endeavour to foster in our employees a sense of personal satisfaction, purpose, and accomplishment.

We will represent our employees' interests within the larger political and professional spheres within which we operate.

b) Recruiting Practices

We will utilize recruitment practices that are consistent with Association needs and objectives, and that are fair, effective, and free from all forms of discrimination.

IV. BUSINESS & FINANCIAL PRACTICES

All of our business and financial practices will be in accordance with applicable legislation, requirements, and standards, and will be subjected to annual independent review by external auditors, including accrediting bodies. We will be transparent in our undertakings, exercise integrity in all our financial practices, and be held accountable to our membership, funding bodies, and other stakeholders.

a) Financial Practices

All our financial practices will comply with generally accepted Canadian accounting principles and practices. Financial matters that fall within the purview of our financial management policies will conform with these policies; financial matters covered by the Association's bylaws will be handled in accordance with those bylaws.

b) Fund Development & Communications

We will represent those receiving services in a respectful manner. We will never use representations of persons served that are demeaning or that are designed to elicit pity or sympathy. Our solicitation of funds and our promotional practices will be ethical, legal and respectful. All corrupt practices, such as inducing "guilt" or obligation, personal gain, bribery or collusive transactions, are prohibited. We will abide by all applicable laws, regulations, standards, and ethical practices. We will ensure all written communication meets or exceeds current professional standards.

We will provide the financial community and, where possible, the community at large, with information regarding the needs and achievements of the Association. We will accurately represent the Association and its stakeholders.

c) Other

Accepting or exchanging gifts with persons served or their families is discouraged and employees will not accept gifts where it might be inferred that the gift was intended to influence or possibly would influence employees in the performance of their duties. All gifts given or received must be of nominal value. Employees will not accept money or gratuities from person served or their families.

Employees will not solicit funds on behalf of a personal cause and will not have persons served sell items on behalf of the Association, or allow persons served to raise funds by appeals to other employees or persons served.

Employees will consult with their manager when asked to witness documents on behalf of person served.

V. INFORMATION MANAGEMENT

We will collect personal information by lawful and ethical means. We will limit the collection and use of personal information to that which is necessary to establish and manage the employment relationship and to fulfill our obligations to persons served and funders. We will maintain information that is accurate, current and managed (i.e. organized, secured, archived and destroyed) in accordance with applicable regulations and contractual obligations.

We will exercise discretion in sharing personal information and will only share information on a need-to-know basis. We will protect personal and proprietary information from improper or inadvertent disclosure. This includes information about stakeholders (including, but not limited to individuals, families, employees, donors and members). Especially, we will keep in confidence information about persons served.

We will not use or disclose personal information to third parties without the individual's prior consent, except in circumstances where our contractual and legal obligations require or permit it.

When we are presented with a legitimate request for information, and/or when we are required to make disclosures, we will provide accurate and complete information in a timely manner

VI. CONFLICT OF INTEREST

A conflict of interest arises when direct or indirect personal gain is a factor in a decision that impacts the people we serve and/or the Association. We will strive to avoid conflicts of interest. Should any instance of real, potential, or apparent conflict exist, we will disclose it so that a remedy might be sought.

VII. COMPLAINTS

posAbilities welcomes complaints from persons served and other stakeholders. We will not retaliate, harass, or create barriers to service as a result of a complaint.

VIII. REPORTING BREACHES TO THE CODE OF ETHICS

Any person may report an alleged breach to the Code of Ethics to the Conflict Resolution Officer, 604 299-4001 or complaintsresolutionofficer@posabilities.ca

Charter of Rights (Adults)

As an adult, you have the right to:

- **Be respected and to have dignity.**
 - to be valued and treated as a person
 - to have my spiritual, cultural, and personal beliefs honoured
 - to be involved in the conversations and activities around me
 - to have privacy
- **Be who I am and not who you want me to be.**
 - to have no labels put on me—if you ask me who I am, I will tell you
 - to express myself and my feelings
 - to dream and to follow my dreams
 - to be proud of who I am and what I do
- **Understand information that is about me and my world.**
 - to be involved in meetings about me and my services
 - to get information in a way I can understand it
 - to get a person of my choice to represent me
- **Have choices and to make decisions about things that affect me.**
 - to have the information I need for making decisions
 - to decide who will be involved in supporting me with planning and decision-making
 - to have choices and involvement in all areas of my life—what I eat, where I live, who I live with, where I go, who will work with me, and the community services I get
 - to be as independent as I can and want to be
 - to change my mind
 - to take risks and to learn from my mistakes
- **Have experiences and opportunities similar to others.**
 - to experience the same world as everyone else
 - to live in a home that is truly my home
 - to have an education
 - to work and earn the same pay for the same work
 - to have a variety of relationships, including intimate and/or sexual ones (agreed upon by participants)
 - to lead a life that is the way I want it to be
- **Receive quality services that fit me and my needs.**
 - to have my needs come before the service provider's needs
 - to be heard, to be understood, and to get a meaningful answer to my questions or concerns
 - to have you follow through on your commitments to me
 - to get supports that will change with me
- **Say “no” to supports and services.**
 - to refuse supports
 - to be offered other services
- **Be in a safe environment.**
 - to be safe
 - to feel safe
 - to learn how to be safe
- **Be treated as a full citizen.**
 - to be a participating member of my community
 - to understand my rights and to put my rights into practice
 - to understand my responsibilities and to be able to fulfill them

Charter of Rights (Children/Youth)

As a child/youth, you have the right to:

- live in a caring, secure and nurturing environment where you are fed, clothed and looked after.
- be told what is in your plan of care.
- be consulted and to express your views, according to your abilities, about important decisions that affect you.
- reasonable privacy and to have your own personal belongings.
- not to be punished physically or in any other abusive way.
- be told how your caregivers expect you to behave, and what will happen if you do not meet their expectations.
- receive medical and dental care when you need it.
- take part in social and recreational activities if they are available in the community and suited to your interest and abilities.
- receive religious instruction and to take part in the religious activities of your choice.
- receive guidance and encouragement to keep your cultural heritage.
- have an interpreter, if needed, for important decisions around where you live or your care.
- privacy during discussions with family members, if the law allows it.
- privacy during discussions with legal representatives.
- be informed about and to be assisted in contacting a legal representative, including the Ombudsperson.
- be informed of your rights and the ways to ensure we respect your rights.



Privacy Statement



posAbilities Privacy Statement

Protecting your Privacy

posAbilities is committed to protecting the privacy of the personal information of the individuals we support and other stakeholders, such as families and advocates. We value the trust of those we serve and those with whom we deal. We recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information you share with us. As part of our ongoing commitment, we want to clarify why we ask for your personal information, how we use it and to provide you with choices related to its use.

This brochure contains a short summary of the privacy protection policy and procedures governing posAbilities.

What is Personal Information?

“Personal information” means information about an identifiable individual. Exceptions include business contact information and certain publicly available information.

Why Do We Collect Personal Information?

We collect and use personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances, for example:

- to determine the suitability of our services for individuals requiring support
- to understand the needs and objectives of supported individuals
- to plan and/or deliver community living services to supported individuals
- to fulfill our obligation to provide the service deliverables outlined in our contracts with funding bodies
- to maintain emergency contact information for identified family members of individuals served by posAbilities
- to keep supported individuals and other stakeholders informed of the activities of posAbilities through periodic communication, such as monthly newsletters.

How Do We Collect Personal Information?

We may collect information from the following sources:

- from supported individuals and their families,
- through correspondence or interviews, or on forms such as client intakes or profiles
- from the Province of British Columbia and other government authorities, pertaining to supported individuals
- from doctors or other professionals who may have assessed or counseled individuals supported by posAbilities or individuals who have been referred to us for service
- from individuals who subscribe to our electronic news delivery services

Privacy Statement

How Do You Provide Consent?

We accept any of the following as consent for posAbilities' existing use and future collection and use of personal information:

- express consent, obtained verbally or in writing (usually written consents are required)
- implied consent, as demonstrated when you voluntarily provide personal information or participate in services provided by posAbilities

Can You Withdraw Consent?

You may withdraw your consent at any time, subject to legal restrictions. In some circumstances withdrawal of consent may affect our ability to serve supported individuals. For example, if posAbilities is contracted to assist someone to address health care needs and the individual withdraws their consent to disclose their Care Card number to the physician, we are unable to fulfill our obligations to either the supported individual or our funder.

Can You Access Your Own Personal Information?

Supported persons can view their onsite records (those located at a program where they receive services) by making a request to their key worker or the program supervisor. Whenever possible, requests from supported individuals to access their onsite records will be met within five business days.

Can You Access Your Own Personal Information? (Continued)

Requests from supported individuals to view records located in central files or archived records may be made to posAbilities' Privacy Officer. Requests to view central files or archived records will be addressed within 10 business days of receiving them.

While a supported person has the right to view the contents of their records, statutory exceptions may apply. Examples of circumstances where supported individuals may be denied access to part or all of their records include:

- if providing access may reveal personal information about another individual
- if posAbilities can reasonably expect that the health or safety of an individual may be threatened
- if access to the information is prohibited by law or legislation.

When posAbilities is obligated to restrict access to information, we will make a reasonable effort to sever the record so that the supported individual can view as much of the requested record as possible. If access cannot be provided, posAbilities will notify the individual making the request in writing, advising the reasons for refusal. In such circumstances, posAbilities will offer assistance to make a *Freedom of Information Act* request, if applicable.

How Do We Protect Personal Information?

Personal information collected by posAbilities is kept in confidence. Policies and procedures are in place to ensure that personal information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. Physical and electronic safeguards ensure the integrity of this information is maintained and prevent it from being accessed by unauthorized individuals. In certain limited circumstances, posAbilities may lawfully collect, use or disclose personal information of individuals we support without consent, such as when disclosure is necessary for medical treatment of the person and they are unable to consent or in response to an emergency.

How Do We Protect Personal Information? (Continued)

We do not make written disclosure of personal information about supported individuals to third parties without the individual's prior written consent, unless required by law or legislation. In instances where a supported individual has identified an alternate decision maker or representative, or where a supported person has a legal guardian, *posAbilities* is required to obtain that person's written consent to disclose personal information in written form.

Where a supported individual cannot provide fully informed consent, and where no legal representative exists, *posAbilities* will seek direction from relevant stakeholders to address consent issues. Such measures may include the use of non-legal designates.

To comply with requirements of the Province of British Columbia, in 2002 *posAbilities* was accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF). To ensure we meet CARF's business standards, surveyors do random audits of administrative files, including client files. They check for the existence of certain required documentation; documents are not reviewed for content. *posAbilities* staff are present when such audits take place.

Personal information of individuals we support is stored inside Canada and is not accessed from outside Canada. Any requests for disclosure of personal information that come from outside Canada are promptly reported to government.

Personal information is retained only as long as is necessary for the fulfillment of the purposes for which it was collected or as required by law or contractual obligation.

Who Should You Contact?

If you have concerns or questions, or if you wish to withdraw your consent or request access to your personal information, please contact our Privacy Officer:

posAbilities

Attention: Privacy Officer

240, 4664 Lougheed Highway

Burnaby, BC, V5C 5T5

Phone: (604) 299-4001 • **Fax:** (604) 299-0329

Email: privacyofficer@posAbilities.ca

Web: www.posAbilities.ca

Further information on privacy and your rights in regard to your personal information can be obtained from the following sources:

Office of the Information and Privacy Commissioner for British Columbia

Mailing Address:

PO Box 9038, Stn. Prov. Govt., Victoria, BC, V8W 9A4

Location:

4th Floor, 947 Fort Street, Victoria, BC, V8V 3K3

Phone:

Vancouver: (604) 660-2421

Elsewhere in BC: (800) 663-7867

Fax: (250) 387-1696

Web: www.oipc.bc.ca

Further information on Adult Guardianship, Representation Agreements and Health Care Consent can be obtained from:

Public Guardian and Trustee of British Columbia

700-808 West Hastings Street, Vancouver, BC, V6C 3L3

Phone: (604) 660-4444

Fax: (604) 660-0374

Web: www.trustee.bc.ca

Confidentiality Agreement

In consideration of my employment or continued employment by **posAbilities Association of British Columbia** (“**posAbilities**”) and in recognition of the fact that as an employee of **posAbilities** I will have access to **posAbilities**’ business information and the confidential information of people employed by **posAbilities** (“**posAbilities**’ Employees”) and the confidential information of people supported by **posAbilities** (“**posAbilities**’ Persons Served”), I hereby agree as follows:

1. **posAbilities** is a social service agency that is committed to quality and service in every aspect of its business. I understand that **posAbilities** expects from its employees a high level of competence, professionalism, cooperation, loyalty and integrity. I understand that as an employee of **posAbilities**, I will have substantial contact with **posAbilities**’ Employees and **posAbilities**’ Persons Served, as well as access to their personal and confidential information.
2. I shall comply with all **posAbilities**’ rules, procedures, standards and policies governing the conduct of employees, including, without limitation, policy pertaining to Privacy Protection for Persons Served and Privacy Protection for Employees. I understand that **posAbilities** will make reasonable efforts to inform me of the policies, procedures and standards that are in effect from time to time and which apply to me.
3. While employed by **posAbilities** and thereafter, I shall not, directly or indirectly, disclose to anyone outside of **posAbilities** any Confidential Information or use any Confidential Information (as hereinafter defined) other than pursuant to my employment by and for the benefit of **posAbilities**.

The term “Confidential Information” as used throughout this Agreement means any and all data or information not generally known outside **posAbilities** whether prepared or developed by or for **posAbilities** or received by **posAbilities** from any outside source.

Without limiting the scope of this definition, Confidential Information includes any files, documents or lists containing information pertaining to **posAbilities**’ Employees and **posAbilities**’ Persons Served and any other record or information relating to the present or future business or service of **posAbilities**. All Confidential Information and copies thereof are the sole property of **posAbilities**.

Notwithstanding the foregoing, the term Confidential Information shall not apply to information that **posAbilities** has voluntarily disclosed to the public without restriction or which has otherwise lawfully entered the public domain.

4. At any time upon request of **posAbilities**, I shall execute all documents and perform all lawful acts **posAbilities** considers necessary or advisable to secure its rights hereunder and to carry out the intent of this Agreement.

5. Upon termination of my employment and at any time upon request of ***posAbilities***, I shall return promptly to ***posAbilities*** all Confidential Information and all records, files, computer data, forms, materials, supplies, software, equipment and any other materials furnished, used by me during the course of my employment and all copies of the foregoing, all of which I recognize to be the sole property of ***posAbilities***.
6. I recognize that money damages alone would not adequately compensate ***posAbilities*** in the event of a breach by me of this Agreement and I therefore agree that in addition to all other remedies available to ***posAbilities*** at law or in equity, ***posAbilities*** shall be entitled to injunctive relief for the enforcement hereof. Failure by ***posAbilities*** to insist upon strict compliance with any of the terms, covenants or conditions hereof shall not be deemed a waiver of such terms, covenants or conditions.
7. This Agreement contains the entire and only agreement between me and ***posAbilities*** respecting this subject matter and supersedes all prior agreements and understandings between us as to the subject matter hereof. No modification shall be binding upon me or ***posAbilities*** unless made in writing and signed by me and an authorized representative of ***posAbilities***.
8. My obligations under this Agreement shall survive the termination of my employment with ***posAbilities*** regardless of the manner of or reasons for such termination and regardless of whether such termination constitutes a breach of this Agreement or of any other agreement I may have with ***posAbilities***. If any provisions of this Agreement are held or deemed unenforceable or too broad to permit enforcement of such provision to its full extent, then such provision shall be enforced to the maximum extent permitted by law. If any of the provisions of this Agreement shall be construed to be illegal or invalid, the validity of any other provision hereof shall not be affected thereby.
9. This Agreement shall be governed and construed according to the laws of the Province of British Columbia and shall be deemed to be effective as of the first day of my employment by ***posAbilities***.

First Published: November 30, 2009

Revised: April 2, 2012

Casual Positions and Availability

The purpose of this policy is to set guidelines for casual positions and availability and to minimize the number of changes or disruptions to persons served in **posAbilities** programs.

See Procedure: [Completing Employee Call-Outs/Monthly Staff Schedule](#)

Casual Employees

Newly hired casual employees will be permitted to work in up to four programs during their probationary period. These programs will be identified in the letter of hire. Exceptions may be made on a case-by-case basis if authorized by a manager in Human Resources or programs. The Association will assign casuals to programs based on its needs and discretion. Casual employees will be assigned to a Team Leader who will be responsible for ongoing training, coaching, monitoring, feedback, and evaluations.

Distribution of Hours

Regular full-time and regular part-time employees, including “float” employees, will be offered casual/additional hours up to the maximum allowable to achieve full-time hours before they are offered to casual employees.

Availability

In general, the Association will not hire casual employees who have limited or restricted availability. Casual employees are expected to be available during busy periods, on statutory holidays, weekends, and during high vacation periods. Casual employees who refuse or cancel four or more shifts per calendar year when they had indicated they were available to work, may be subject to loss of casual employment.

Occupational Safety and Health Right to Refuse Unsafe Work

posAbilities believes that the health and safety of our employees is paramount and that employees have the right and obligation to insure that they are working safely and smartly.

WorksafeBC Regulation 3.12 states that a person must not carry out any work or process or operate any tool or appliance or equipment if that person believes that doing so would cause undue hazard to the health and safety of any person.

An employee may therefore refuse to carry out a work process or operate a tool or appliance if they believe it would be unsafe to do so. It is an employee's responsibility to report any unsafe condition immediately to their Supervisor. It is a Supervisor's responsibility to take the appropriate steps to correct any unsafe condition in the workplace.

Procedure to refuse unsafe work

Employees who refuse to carry out unsafe work must follow this process:

1. Report the unsafe condition immediately to their supervisor. If the supervisor is not available, report the condition to the on-call supervisor
2. If the supervisor or the on-call supervisor cannot attend the site to verify and investigate the matter, the supervisor may assign the Senior Support Worker or the Program Safety Representative to investigate the matter and ensure that the unsafe condition is remedied without undue delay.
3. If the process under (2) does not remedy the situation, the worker should notify the Team Leader and a member of the Occupational Health and Safety Committee, or Shop Steward, who will jointly investigate the matter.
4. Should the investigation under (3) not resolve the matter, and the employee continues to refuse to carry out the work process, an officer of the WCB may be called in by both parties to investigate and order that appropriate action be taken.

The Employer may temporarily reassign a worker to alternative work without loss of pay until the matter is resolved.

Driver's License and Regulations

The purpose of this policy is to ensure that all employees who transport persons served in personal or Association vehicles, or who are required to drive an Association vehicle, comply with applicable licensing requirements.

The aim of the policy is to:

- ensure safe transportation practices
- comply with applicable legislation, regulations, and requirements
- minimize barriers that prevent access to the community

License Requirements for Employees

The Association will determine the appropriate licensing requirements for employees and programs.

New employees who are required to have a Class 4 unrestricted driver's license and who have obtained a Class 4 learner's permit must obtain the license as a condition of passing their probationary period. Employees with a Class 4 learner's license are prohibited from using Association vehicles that under the *Motor Vehicle Act* (MVA) require an unrestricted Class 4 license.

Employees must understand and comply with the limitations of their license.

All employees who are required to drive as part of their employment with the Association are required to submit a driver's abstract on a yearly basis. Only employees with clean driving records (as determined by the Association) will be permitted to drive Association vehicles or to transport passengers as part of their employment with the Association.

If employees are required to drive as part of their job description but are prohibited from driving under this policy, the Association may, at its discretion, alter the employee's duties or transfer the employee to a different position.

Users of Association Vehicles

Generally, all employees who transport persons served or drive an Association vehicle determined under the MVA to require a Class 4 unrestricted license must have either:

- a Class 4 unrestricted license
- an equivalent license from another province or from the United States

All employees who transport persons served in an Association vehicle determined by the MVA to require a Class 5 driver's license much have either:

- a Class 5 license
- an equivalent license from another province or from the United States

Users of Personal Vehicles

Generally, all employees who transport persons served in personal vehicles must have either:

- an unrestricted Class 4 license
- a restricted Class 4 license (an employee with a restricted license may not drive a vehicle with a seating capacity that exceeds 10 persons, including the driver)
- an equivalent license from another province or from the United States
- a Class 5 driver's license

Invalid License

Operation of a vehicle on the job with a suspended or revoked driver's license is strictly prohibited.

Employees who are required to transport clients in Association or personal vehicles must notify their immediate supervisor if their driver's license has been suspended or revoked.

Use of Association or Personal Vehicles

The purpose of this policy is to ensure that Association vehicles and drivers carry appropriate documentation, and to set out guidelines for accident reporting and payment of traffic and parking fines.

This policy applies to:

- Employees who transport clients in personal or Association vehicles, who are required to drive an Association vehicle, or who use a personal vehicle for Association business.
- Supervisors or designates in programs with Association vehicles.

See also Procedures: [Responding to Vehicle Accidents or Thefts](#);

Vehicle Documentation

Team Leaders or designates must ensure that all Association vehicles carry the following documentation:

- operating manual (original or photocopy)
- insurance (photocopy)
- registration (photocopy)
- safety inspection (photocopy)
- vehicle log
- pre-trip inspection forms
- Incident Report forms
- emergency protocols

Team Leaders or designates must ensure that, where photocopies are used, the originals are sent to head office for filing.

Driver Documentation

Employees will not use Association vehicles, or use personal vehicles for Association business, unless they have supplied the Association with all the following driver documentation:

- A copy of the appropriate legally required driver's license.
- A driving abstract (from Motor Vehicle Branch "MVB"). A copy of an updated MVB driving abstract is required annually.
- Copies of renewed or reissued documents (for example, insurance or driver's licenses).

In addition, drivers using personal vehicles are required to have an approved Request for Exemption/Use of Personal Vehicle form and copies of all supporting documentation provided to Human Resources prior to vehicle use. This includes:

- Business insurance for the vehicle in use.
- Minimum \$3,000,000 liability coverage.
- A valid Class 5 driver's license or an equivalent license from another province or from the United States.
- A current Motor Vehicle Branch (MVB) driving abstract.
- A medical statement from a qualified medical practitioner.

The Association reserves the right to refuse permission to employees with poor driving records to drive Association vehicles or to use personal vehicles to conduct Association business.

Accidents and Reporting

Employees are responsible for attending to the safety and medical treatment of clients following an accident.

Employees will also ensure that emergency, investigative, and follow-up reporting procedures have been followed.

In the event of an avoidable accident, traffic situation, or other incident where the police or insurance company finds the employee to be at fault, the Association may take action to prevent a recurrence of the incident. Corrective action may include, but is not limited to, the following:

- training or retraining
- review of the employee's driving record
- performance appraisal
- progressive discipline or other corrective action up to and including dismissal
- restricting the employee's use of Association vehicles or transportation of clients
- transfer of the employee to a position where driving is not required

Traffic and Parking Violations

Employees are responsible for paying any traffic or parking fines incurred while on the job, whether using their own or Association vehicles. Where an employee is guilty of serious or multiple traffic violations or where it appears that persons served may not have been transported safely, the Association may review the employee's driving record to determine an appropriate course of action.

PROCEDURE

Using Vehicles for Association Purposes

First Published: August 9, 2011

Revised: September 12, 2013, January 1, 2014

The purpose of this procedure is to set guidelines for using association vehicles or personal vehicles for Association business.

See also:

- Procedure: [Inspecting Association Vehicles](#)
- Procedure: [Maintaining Association Vehicles](#)

Driver Responsibilities

Drivers are responsible for:

- Knowing and complying with the *Motor Vehicle Act* and all traffic laws.
- Knowing and practicing safe techniques for operating wheelchair lifts, securing wheelchairs and transferring persons served.
- Avoiding distracting activities while driving.
- Not consuming food or beverages in Association vehicles.
- Not using cell phones or other hand-held devices while driving.
- Being aware of vehicle height restrictions, particularly in parking lots and drive-thru windows.
- Not leaving person served unattended in the vehicle.

Association Responsibilities

The Association is responsible for providing appropriate:

- Vehicle insurance, including \$5,000,000 third-party liability and collision coverage, on Association vehicles.
- Orientation to the use and maintenance of Association vehicles.
- Orientation to the safe operation of wheelchair lifts and techniques for safely securing wheelchairs.

Personal Use of Association Vehicles

Association vehicles may not be used for an employee's personal use. Exceptions are at the discretion of the Program Director.

Damage to Vehicles by Persons Served

Where an employee's personal vehicle is damaged by persons served and where reasonable judgment and action was used to try to prevent or mitigate the damage, the employee will be compensated by the Association for the deductible portion of any insurance claim up to a maximum of \$300.

Use of Vehicles by Overnight Staff

Employees who work awake overnight shifts will not transport persons served during or after completing their shifts, except in an emergency. Every reasonable effort must be made to find alternative transportation for persons served, such as:

- Using staff from other Programs
- Using taxis
- Approving overtime for employees called in early (obtain approval from the Team Leader for overtime if necessary)

Smoking

Smoking is prohibited in Association vehicles at all times, whether the vehicle is in motion or parked. Employees may not smoke in personal vehicles while transporting persons served.

Pets

Any pet(s) belonging to persons served may be transported in Association vehicles provided the pet(s) are in appropriate animal carriers or appropriate restraints are used.

Employees may not transport their personal pets in Association or personal vehicles when transporting persons served.

Emergency Supplies

Employees are responsible for ensuring that an appropriate first-aid kit is in the vehicle when transporting persons served. A Basic First-Aid Kit is the minimum requirement for Association vehicles. A Personal First-Aid Kit is the minimum requirement for a personal vehicle. Mobile first-aid kits are available to Programs which use personal vehicles to transport persons served.

Cleanliness

The interior of Association vehicles are to be cleaned weekly and the exterior cleaned as needed. Senior Support Workers will assume this responsibility where there is no designated employee.

Personal vehicles must be sufficiently clean to be free of health and safety risks.

Parking

Ensure there is adequate space for safely loading and unloading passengers. If you are using a loading zone, put on your hazard flashers. If you are maneuvering in or out of a parking space and you are not sure if you have enough room, put the vehicle in park, and get out of the vehicle to check. If there are other staff members present, ask them to direct you. Vehicles should be backed into parking spots when permitted and when it is safe to do so.

If you are using a parking space designated for persons with disabilities, ensure the proper decal is displayed. Parking permits can be obtained from SPARC BC, www.sparc.bc.ca or 604.718.7744.

Parking tickets and other *Motor Vehicle Act and Regulations* violations are the responsibility of the driver.

Submitting a Request to Use Association Vehicle

- | | |
|-------------------------|--|
| <i>Employee</i> | 1. Submit a request in writing to the Program Director and a copy to the person in charge and to the Team Manager (email is acceptable). |
| <i>Program Director</i> | 2. Respond to the employee, supervisor, and Team Manager with approval, refusal, or request for more information. |
| | 3. Advise requestor which Program vehicles are available for use and which Team Leader(s) to contact to make the arrangements. |

MANDATORY TRAINING

ORIENTATION EXPRESS

All new employees must attend an Orientation Express session. This training can only be attended once all mandatory hiring requirements have been met, as outlined in your administrative orientation package. You have been scheduled for Orientation Express with the details provided in this admin orientation.

Orientation Express is a four-hour session that begins at 9:00 a.m. and will be held at *posAbilities'* Head Office located at: 240 – 4664 Lougheed Highway, Burnaby, BC, V5C 5T5

MANDT TRAINING

All new employees must attend a Mandt training session or provide a recent (less than one year old) Mandt certificate with appropriate training listed. PLEASE NOTE: Mandt sessions are a requirement of the probationary period. Employees who have not obtained their Mandt certification cannot be scheduled for shifts after their first three months of employment.

This training can only be attended once all mandatory hiring requirements have been met, as outlined in your administrative orientation package. You have been scheduled for Mandt with the details provided in this admin orientation.

Mandt training will be either One Day or Three Day depending on the requirements of the programs that you have been assigned to. Mandt sessions run from 8:00 am – 5:00 pm on all days of training. It is essential that you attend on time- employees arriving late will not be allowed to attend.

Your supervisor will be notified of your scheduled training sessions. You will be paid to attend all mandatory training.

Any inquiries regarding training may be directed to Training@posabilities.ca

PROCEDURE

Using E-Learning System

First Published: February 14, 2014

The purpose of this procedure is to explain the process for employees to take courses using the Organizations' E-Learning System.

E-Learning Library

The organization's E-Learning Library contains a selection of courses to assist employees to enhance their knowledge and skills.

Employees have access to the entire library of courses.

Mandatory Courses

Mandatory courses are learning assignments assigned to an employee by their immediate supervisor.

Employees will complete mandatory course work within the stated course completion deadline. Mandatory course work will be completed during the employee's scheduled shifts, unless otherwise indicated.

Where employees are expected to complete the course during their scheduled shifts, time to take the course must be coordinated with the Program's Senior Support Worker (SSW) or the employee's immediate supervisor and coworkers during quiet times on shift, or the slower or less demanding times of the day Program work requirements take priority over E-Learning.

Employees may complete course work in segments; however, they should not exceed the time allotted for the course. If the time spent taking the course has exceeded the allotted time and the course is not complete, the employee is required to notify their immediate supervisor for guidance.

Employees must complete tests or quizzes unassisted using the knowledge gained during the E-learning course.

Optional Courses

Employees may access the E-Learning Library to take courses to take Optional Courses for personal interest.

Time spent on optional courses will not be compensated by posAbilities and must be taken on the employee's own time.

Roles & Responsibilities

<i>Human Resources</i>	Orient New Hires to E-Learning System as part of Admin Orientation.
<i>New Hires</i>	Complete “Welcome to posAbilities E-Learning System” course at time of Admin Orientation. Completion of this course is pre-requisite to taking any other E-Learning Courses.
<i>Existing Employees</i>	Complete “Welcome to posAbilities E-Learning System” as per the time-line established by your designated supervisor. Completion of this course is pre-requisite to taking any other E-Learning Courses. Existing Employees are required to complete “Step 1” of the E-Learning System within four (4) months of the date course work is assigned. Existing Employees are required to complete “Step 2” of the E-Learning System within eight (8) months of the date course work is assigned.
<i>Designated Supervisor/ Team Leader</i>	New Hires Check in with New Hires within the first two (2) weeks of employment to review status/progress of assigned E-Learning Coursework. Review status/progress New Hire’s assigned E-Learning Coursework prior to mid-probation review and prior to end of probation review. Existing Employees Check in with Existing Employees with six (6) weeks of E-Learning course work assignment review status/progress of assigned E-Learning Coursework. Review status/progress New Hire’s assigned E-Learning Coursework prior annual Performance Evaluation. Designated Supervisors/Team Leader can assign coursework to employees as needed.

Electronic Access to Email, Timesheets, Payslips and T4s

COMVIDA – TIMESHEET VERIFICATION

Employees are responsible for verifying their hours worked before they are processed by payroll.

Each employee will have access to Comvida, our shift scheduling system, to view their own individual work schedule, which feeds payroll. This can be done at any time during a pay period. Instructions explaining how to access the Comvida site and how to view your work schedule in Comvida will be provided during program orientation.

It is the employee's responsibility to review their work schedule and inform their Team Leader/direct supervisor of any discrepancies no later than the end of each pay period. Pay period dates are posted on the ShareVision Program Schedule for each Program. Changes made after the end of the pay period will not be processed until the next pay period.

Employees are encouraged to check their work schedule weekly for accuracy and report discrepancies as soon as possible.

EMAIL

Every posAbilities employee is assigned their own email account. This will be used to deliver information about what we are up to, what internal postings may be open and to communicate other information on events and significant changes in the organization.

It is every employees' responsibility, as part of their job duties, to access their email on a regular basis.

Your email user name and password will be emailed to the email account you provided on your resume/application for employment and you will be shown

PAYSLIPS

Your posAbilities payslips will be emailed to your @posabilites.ca email account.

T4

Your posAbilities T4s will be emailed to your @posabilites.ca email account while you are an active employee with our organization.

How do members access their personal information?

Requests should be **in writing** addressed to the BCGEU Privacy Officer

Address: 4911 Canada Way
Burnaby, BC V5G 3W3

E-mail: privacy.officer@bcgeu.ca

stating as specifically as possible what personal information you are requesting.

Response to such requests will be within thirty (30) working days or as soon as possible. If, for some reason, the union is unable to respond within this timeline, the member will be advised.

A **minimal fee** to respond to a request for access to an individual's personal information will be applied if the time involved to respond is greater than three hours. Members will be provided with a written estimate of the total fee, if applicable, prior to responding to the request.

There may be some types of information the union is prohibited from providing, such as information about another individual that cannot be separated from your information, information that can identify another individual or information which cannot be disclosed for legal reasons.

Can a member decline to have their personal information collected, used, or disclosed for certain purposes?

Yes, a member can decline to have their personal information collected, used, or disclosed for certain purposes. For example, you can opt out of the use of your personal information with respect to marketing initiatives relating to membership programs and special promotions (e.g. union credit card information).

A member may also decline to have personal information collected, used or disclosed for other purposes. This may, however, restrict the union's ability to represent their interest. The member will be informed if this applies.

Keeping members' information accurate is a priority.

The BCGEU strives to ensure that the personal information we have on file is accurate and up-to-date as necessary for the identified purposes for which it is to be used.

Filing a complaint

Any complaint relating to this Members' Personal Information Operational Policy or any of the procedures, should be forwarded to the attention of the BCGEU Privacy Officer. If the complaint is justified, the union will take the steps necessary to resolve the issue, including amending the Operational Policy and practices, if necessary.

If the union is not able to resolve a complaint, or if a member has any other concerns about the BCGEU Members' Personal Information Operational Policy and procedures, the member may contact the Office of the Provincial Privacy Commissioner. The BCGEU Privacy Officer will provide this contact information upon request.

B.C. Government and Service Employees' Union

www.bcgeu.ca

Revised Jan. 24/08

Members' Personal Information Operational Policy



It's your information. It's personal. We'll protect it.

The B.C. Government and Service Employees' Union (BCGEU) is committed to protecting the privacy, confidentiality, accuracy and security of members' personal information collected and to use and retain it in the course of conducting our duties as a trade union.

The following policy outlines the BCGEU's operational practices concerning the collection, use, disclosure and protection of personal information to meet the requirements of the British Columbia – *Personal Information Protection Act*.

The purpose of the *Act* is to govern the collection, use and disclosure of personal information by organizations in a manner that recognizes both the right of individuals to protect their personal information and the need of organizations to collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances.

Updated versions of this *Members' Personal Information Operational Policy* will be posted on the BCGEU's website at www.bcgeu.ca. Copies will also be available at BCGEU headquarters and area offices.

What is personal information?

The *Act* defines "personal information" as information about an identifiable individual and includes employee personal information but does not include the name, business contact information or work product information of an employee of an organization.

What information is the BCGEU responsible for protecting?

The BCGEU is responsible for protecting members' personal information in its possession including personal information that has been received from a third party or personal information that may not be in the custody of the BCGEU but which has been transferred to a third party.

Collecting, using and disclosing members' personal information

The BCGEU collects certain personal information in order to:

- maintain a complete record of membership in the union;
- maintain communication with members and respond to their enquiries;
- investigate and settle grievances, appeals and claims;
- collect and manage dues and assessments;
- assist the union in representing its members with respect to employment under collective agreements;
- verify eligibility for strike pay and benefits;
- provide information about union membership programs and benefits;
- administer the business of the union such as component/local business, correspondence and research (e.g. member surveys);
- provide web information services (e.g. address changes, e-mail bulletins, convention and conference registration).

Personal information may be collected, used or disclosed for any of these identified purposes as set out above. If members' personal information is needed for any purpose other than those set out above, the BCGEU will not use or disclose it without obtaining additional consent from the member(s).

How does the union gather members' personal information?

The collection, use and disclosure of personal information depends on gathering information from the following sources:

- membership application;
- grievance, appeal or claim forms;
- employers, with respect to dues submissions;
- a member's interaction with the union – for example, e-mail, correspondence and telephone.

Protection of personal information

In order to protect members' personal information in the union's possession or control, the BCGEU has made reasonable security arrangements to protect personal information such as:

- access to personal information is limited to selected employees and officers who require access to the information in the performance of their job function and/or duties;
- security safeguards are in place to prevent unauthorized access on computer systems;
- the union will not collect or disclose personal information for purposes other than what has been listed in this *Operational Policy*;
- the union will do its best to ensure that personal information is accurate and current.

Further,

- any membership lists or information, (with the exception of leaves of absence), will not print a member's social insurance or employee number(s).
- membership and reference lists/reports produced for the purpose of conducting the union's business, will be distributed with advice on the appropriate use of such information in order to comply with this *Operational Policy*. (Examples of such lists/reports would include steward and officer lists, membership lists, grievance reports, worksite reports.)

Elected officers found to be abusing membership information, can be subject to the disciplinary procedure in the BCGEU Constitution and Bylaws.

Staff of the BCGEU found to be abusing membership information, can be subject to disciplinary action.



Membership Application - Please complete both sides
B.C. Government and Service Employees' Union

4911 Canada Way, Burnaby, BC V5G 3W3 (604) 291-6062 or 1-888-991-6062 www.bcgeu.ca

Component
 ORG

LAST NAME (PLEASE PRINT)

SOCIAL INSURANCE NUMBER (OPTIONAL)

YEAR MONTH DAY

MALE
 FEMALE

FIRST NAME OR INITIALS (PLEASE PRINT)

DATE OF BIRTH

STREET OR MAILING ADDRESS

HOME TELEPHONE

CITY

POSTAL CODE

YEAR MONTH DAY

SERVICE START

PERSONAL E-MAIL ADDRESS

In applying for a membership I understand that the union intends to apply to be certified as my exclusive bargaining agent and to represent me in collective bargaining.

I agree to the collection of this information for research purposes, to collect and manage dues and assessments and to facilitate communication between the union and me.

YEAR MONTH DAY

DATE OF APPLICATION

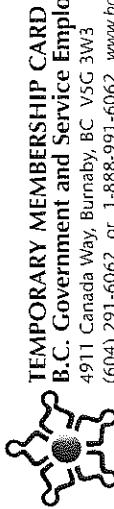
I pledge to abide by the Union's constitution and by-laws.

SIGNATURE OF APPLICANT

SIGNATURE OF UNION REPRESENTATIVE

Please check if you do *NOT* require a membership card.

OVER ◀



APPLICANT (Please print)

Signature of Union Representative

EMPLOYER/MINISTRY

DEPARTMENT/BRANCH

WORK LOCATION DESCRIPTION (FLOOR, ROOM, ETC.)

JOB CLASSIFICATION

WORK MAILING ADDRESS

EMPLOYEE NUMBER

CITY

POSTAL CODE

WORK TELEPHONE

TO BE COMPLETED BY STEWARD

STEWARD'S WORK LOCATION NUMBER

STEWARD'S NAME

APPLICANT'S WORK LOCATION NUMBER

STEWARD'S SIGNATURE

STEWARD'S WORK TELEPHONE

Union Dues Deduction Authorization

I hereby authorize and request my Employer to deduct from my salary each pay period an amount equal to current dues as established from time to time by the BC Government Employees' Union (BCGEU), and any other amount pursuant to the Constitution as may be levied from time to time by the BCGEU, and to pay the sum(s) described to the BCGEU.

Employee's Signature

Date

Employee's Name (please print)

Employee Profile

Date: _____

General Information

LAST NAME	FIRST NAME	MIDDLE INITIAL(S)	
ADDRESS		BIRTH DATE (DD/MM/YYYY)	
		TITLE	
		Mr. Mrs. Other:	
HOME PHONE	WORK PHONE	MOBILE PHONE	
SOCIAL INSURANCE #	BC CARE CARD #	DRIVER'S LICENSE #	CLASS
E-MAIL ADDRESS			
ETHNIC BACKGROUND (<i>Optional</i>) ¹			

Emergency Contact Information

NAME	RELATION	COMMENTS
HOME PHONE	WORK PHONE	MOBILE PHONE
DOCTOR	PHONE	COMMENTS
ALLERGIES	MEDICATIONS	

¹ posAbilities is an equal opportunity employer. We maintain statistics on our ability to develop a labour force that reflects the ethnic diversity of the population we support.

Educational Background

DEGREES, DIPLOMAS AND CERTIFICATES	YEAR COMPLETED	EDUCATIONAL INSTITUTION	PROVINCE/COUNTRY

Skills and Competencies

LANGUAGES	WORKSHOPS, CONFERENCES AND TRAINING

Other

How did you hear about posAbilities (if you discovered us through a newspaper advertisement, please specify which newspaper)?

Authorization for Payment by Direct Deposit

Name: _____

posAbilities is hereby authorized to credit payments due to me to my account with the financial institution designated below until cancelled by me in writing.

"Article 26.2.(c) The Employer shall provide for the direct deposit (electronic funds transfer) of the employee's pay in a participating chartered bank, trust company or credit union of the employee's choice on or before the appropriate pay day. Employee participation shall be compulsory, except where access to a financial institution with capability of accepting direct deposit is not available."¹

Signature

Date

Please attach a sample personalized deposit slip or cheque marked "VOID". If this is not possible, please complete the following.

All areas must be completed:

Bank Number:	_____ <i>(3-digit number)</i>
Branch Transit Number:	_____ <i>(5-digit number)</i>
Account Number:	_____
Name of Bank or Institution:	_____
Bank Address:	_____

Bank Phone Number:	_____

¹ Collective Agreement between **posAbilities** and the BCGEU.

Employee Availability

Received by: _____

Date: _____

Name: _____

Phone Number: _____

Month/Year: _____

Programs: _____

Designated Supervisor: _____

A = Available, N = Not Available, V = Vacation, X = Not Applicable, AS = Already Scheduled at a MAPCL Program.

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>	
	<i>Eve</i>				<i>Eve</i>		<i>Eve</i>		<i>Eve</i>	<i>Eve</i>			
	<i>O/N</i>				<i>O/N</i>		<i>O/N</i>		<i>O/N</i>	<i>O/N</i>			
<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>	
	<i>Eve</i>				<i>Eve</i>		<i>Eve</i>		<i>Eve</i>	<i>Eve</i>			
	<i>O/N</i>				<i>O/N</i>		<i>O/N</i>		<i>O/N</i>	<i>O/N</i>			
<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>	
	<i>Eve</i>				<i>Eve</i>		<i>Eve</i>		<i>Eve</i>	<i>Eve</i>			
	<i>O/N</i>				<i>O/N</i>		<i>O/N</i>		<i>O/N</i>	<i>O/N</i>			
<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>	
	<i>Eve</i>				<i>Eve</i>		<i>Eve</i>		<i>Eve</i>	<i>Eve</i>			
	<i>O/N</i>				<i>O/N</i>		<i>O/N</i>		<i>O/N</i>	<i>O/N</i>			
<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>	
	<i>Eve</i>				<i>Eve</i>		<i>Eve</i>		<i>Eve</i>	<i>Eve</i>			
	<i>O/N</i>				<i>O/N</i>		<i>O/N</i>		<i>O/N</i>	<i>O/N</i>			
<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>		<i>Day</i>	
	<i>Eve</i>				<i>Eve</i>		<i>Eve</i>		<i>Eve</i>	<i>Eve</i>			
	<i>O/N</i>				<i>O/N</i>		<i>O/N</i>		<i>O/N</i>	<i>O/N</i>			

Note:

- Casuals are expected to be available during busy periods, including Statutory Holidays, the summer vacation period, and at least two (2) weekends per month.
- Casual Employees will submit a full (calendar) month schedule to the applicable program supervisor(s) as least 21 days prior to the beginning of the month (e.g. submit February's availability on or before January 10th).
- Casual Employees whose availability remains the same from month to month can submit one availability sheet which must specifically state this.
- Regular Employees will submit a full (calendar) month schedule to the applicable program supervisor(s) as least 21 days prior to the beginning of the month (e.g. submit February's availability on or before January 10th). If availability is not submitted, it will be considered unchanged from the previous month.
- Casual and Regular Employees will notify the applicable program supervisor(s) of any changes in availability following the submission of this schedule.

Medical Letter for New Applicants

Date: _____

Dear Dr: _____

Your patient _____, has applied to work with us. Our Association provides a range of support services to children and adults with physical and developmental disabilities and with mental health issues. Duties and responsibilities may involve providing assistance with respect to physical transfer, responding to occurrences of behavioural aggression, administering medications, addressing the physical safety and emotional needs of vulnerable people, and enhancing choices, community inclusion and quality of life for persons served. It is important, therefore, that we are thorough when screening new applicants for suitability of employment with us.

Please answer the following questions and return your response to me (Bouwe Wierdsma), Human Resources at fax: 604 299-0329. Thank you in advance for your time.

1. How long have you known your patient? (yrs/mm) _____
2. Date of last medical? (yyyy-mmm-dd) _____
3. Is your patient free from workplace communicable disease? Yes No
4. Is your patient on any medication that might affect his or her lucidity, judgment, or his or her levels of physical capacity or energy? Yes No
5. Does your patient have any restrictions to lifting, transferring or physically supporting disabled individuals? Yes No
6. In your professional opinion, are there any physical, mental or emotional limitation(s) that may prevent your patient from fully discharging his or her responsibility and/or that may put supported persons at risk? Yes No

Comments:

Physician's Signature: _____

Yours truly,

Bouwe Wierdsma
Human Resources

Medical Letter for New Applicants

Consent to Disclose information

I authorize my doctor, _____ to fully complete the attached medical questionnaire and to disclose personal and confidential information about me that is relevant to my application for employment at **posAbilities**. I also agree and understand that Dr. _____ will not be liable as a consequence of releasing such information.

My signature below indicates that I have been given the chance to review a current copy of **posAbilities'** "Privacy Statement".

Signature: _____

Date: _____

Immunization Status

To be completed by employee:

Further information regarding the immunization guidelines of the Fraser Health Authority is attached.

Please provide the date of your last vaccination or booster for the following:

Tetanus/Diphtheria (Td)	Vaccinated on _____ <i>(date)</i>	<input type="checkbox"/> Not vaccinated	<input type="checkbox"/> Unknown
Poliomyelitis	Vaccinated on _____ <i>(date)</i>	<input type="checkbox"/> Not vaccinated	<input type="checkbox"/> Unknown
Measles (or MMR)	Vaccinated on _____ <i>(date)</i>	<input type="checkbox"/> Not vaccinated	<input type="checkbox"/> Unknown
Rubella (or MMR)	Vaccinated on _____ <i>(date)</i>	<input type="checkbox"/> Not vaccinated	<input type="checkbox"/> Unknown
Hepatitis B	Vaccinated on _____ <i>(date)</i>	<input type="checkbox"/> Not vaccinated	<input type="checkbox"/> Unknown
Influenza	Vaccinated on _____ <i>(date)</i>	<input type="checkbox"/> Not vaccinated	<input type="checkbox"/> Unknown
Varicella	Vaccinated on _____ <i>(date)</i>	<input type="checkbox"/> Not vaccinated	<input type="checkbox"/> Unknown

Signature: _____ Name (please print): _____

Date Completed: _____

To be completed by employer:

Complete immunization

- Written proof of vaccinations is attached.
- Written proof is unavailable; verification provided by: _____
- Other follow-up is required.

Incomplete immunization

- Appropriate approvals, policies are in place to accommodate employees who are not immunized.
- Approvals, policies are not in place, follow-up is required.

Signature: _____ Name (please print): _____

The following information was developed by the Fraser Health Authority:

GENERAL IMMUNIZATION INFORMATION FOR HEALTH CARE WORKERS

Persons in the health care field, who will be giving direct patient care, should have written proof of vaccinations that they have previously received. It is expected that employees will have the right to choose whether or not to receive immunizations.

- Tetanus/Diphtheria (Td):** Recommended for all adults in Canada. A basic adult series (2 injections 2 months apart plus a booster 6 – 12 months after 2nd dose). Booster doses of Td are recommended every 10 years, or at a minimum once during adult life. Provided free of charge by the Ministry of Health.
- Poliomyelitis:** A series of 3 IPV, (2 injections 2 months apart, 3rd dose 12 months after 2nd dose) for persons who may have occupational contact with poliovirus. Provided free of charge by the Ministry of Health.
- Measles (or MMR):** For persons born between 1957 – 1970, proof of two live measles vaccinations, documentation of physician diagnosed measles or laboratory evidence of immunity. For persons born prior to 1957, natural immunity is assumed. First dose provided free by the Ministry of Health.
- Rubella (or MMR):** One dose of live attenuated vaccine or serological test (ELISA) indicating immunity. The Rubella immune status of female employees of childbearing age should be carefully reviewed, and those without documented immunity should be vaccinated with MMR, unless there are contraindications. First dose provided free by the Ministry of Health.
- Hepatitis B:** Recommend for HCW's who may be exposed to blood and/or body fluids, or who may be at an increased risk of sharps injury, bites or penetrating injuries. Not provided free by the Ministry of Health.
- Influenza:** Annual influenza vaccine for staff has been shown to reduce the mortality and morbidity of residents in care facilities and to reduce worker illness during the influenza season. Provided free by the Ministry of Health for all workers who have contact with individuals in high risk groups.
- Varicella:** Recommended for HCW's that do not have a reliable history of varicella disease or serologic evidence of immunity.

Municipal Pension Plan

posAbilities participates in the Municipal Pension Plan. The MPP is a defined benefit type of plan. This means the pension benefit is based on a formula that uses years of service, highest average salary, and age at retirement. The pension is guaranteed, regardless of market conditions and/or the plan's investment returns. Detailed information can be found on the MPP website:

www.mpp.pensionsbc.ca

Employees are eligible to enroll in the plan if they meet at least one of the following criteria:

1. Permanent, full-time employees (probation/trial period completed);
2. Employees who have worked full-time for any 12 consecutive months in their continuous employment history with posAbilities;
3. Employees who have been with posAbilities for at least the last two years and who have earned at least 35% of the YMPE (Year's Maximum Pensionable Earnings) in each of any two consecutive calendar years in their continuous employment history with posAbilities; or
4. Employees who are already contributing to the MPP through another employer.

Employees who are already contributing to the MPP through another employer need to be enrolled with posAbilities effective immediately.

Please fill out the attached 'Declaration of Employment' to confirm your current status regarding the Municipal Pension Plan.

Municipal Pension Plan

Employee Declaration of Employment

- | | | |
|---|-----|----|
| 1. Are you currently a contributor to the Municipal Pension Plan? | Yes | No |
| 2. Have you been a contributor in the last 30 days? | Yes | No |
| 3. Are you currently receiving a pension from the Plan? | Yes | No |

I understand that it is my responsibility to inform my employer of my eligibility to enroll in the plan, if based on employment with more than one plan employer.

Name: _____

Signature: _____ Date: _____

Getting the word out

LifeWorks® – a free employee resource program to help make your life easier.

posAbilities is pleased to announce that we are offering an Employee Assistance Program for all staff members. Below is a description of the LifeWorks program offered by Cerdian.

LifeWorks. Everybody. Every day.

Being together. It's what life is all about. And it's why we offer LifeWorks – to help you manage your work and personal life so you can focus on what's important. When life's challenges seem too much to handle, LifeWorks is there to help you find the support, advice and resources you need to get back on track. Whether you're trying to find child care, get out of debt, cope with a family problem or personal issue that's weighing you down at home or at work, or just dealing with the ups and downs of everyday life – no matter who you are, no matter what you're dealing with – if you need a helping hand, get in touch with LifeWorks. The service is free and completely confidential. And because you never know when you'll need us, we're here 24 hours a day, seven days a week.

LifeWorks-supported issues

- Parenting & child care
 - Education
 - Emotional well-being
 - Older adults
 - Grief & loss
 - Financial
 - Legal
 - Everyday issues
 - Midlife & retirement
 - Work
 - Managing people
 - Health
 - Disability
 - Addiction & recovery
-

LifeWorks offers

- An experienced, caring person to talk to when you need help or an answer to a question
- Face-to-face counselling as needed on specific issues
- LifeWorks Online, an informative Web site to give you direct access to the information and resources you need to help you balance your work and personal life
- Free booklets, audio recordings, and other materials to help you get the answers you need in the format you want
- Referrals to resources, services, and support in your community
- A commitment to always being there when you have a question or need help with any issue, big or small

Get in touch with LifeWorks today.

Online at www.lifeworks.com