

Section III

Part 3

Employment Status

At the CLS you will find we have a variety of employment options. Please read on to discover how we keep track of your employment history with us, how each employment status is defined and how each status affects what we offer you. We also describe what happens when you change your employment status and how to take the necessary steps to ensure your employment records are kept current.

There are 5 files that contain information required for various purposes during your employment with CLS.

Your Permanent Payroll File

Held by Employee Services, this file contains information such as banking, benefits, taxation and any other payroll information that contains your personal and confidential social insurance number. Access to this file is restricted to employees from Finance and Employee Services who need to know this information about you in order to ensure you are paid correctly. It remains at the office in a secured cabinet.

Your Current Payroll File

This file is held by Financial Services. It contains copies of all your timesheets for the current year, plus status change information, benefits and banking. It is kept in a secured cabinet and moved to CD Rom for storage every 2 years.


Your Personnel File

As an employee with us you will have a personnel record consisting of:

- your original letter of application and your resume
- letters of reference you may have provided
- copies of required documentation
- annual and probationary performance management plans
- special recognition letters or memos (if applicable)



**This is how we
keep track of
your employment
history with us**



Please keep us up-dated with current personal information so we can contact and correspond with you

Employee Contact Address Change form is available at www.cls-bc.org

- disciplinary letters or memos (if applicable)
- your written employment agreement (including Employee Acceptances).

Your personnel file is kept confidential and will remain in the office at all times. Nothing will be placed in a personnel file without the employee being aware of it. You may contact Employee Services if you want to review your file in the office during regular office hours.

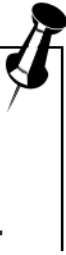
It is your responsibility to ensure any personal information in your Personnel file is up-to-date. Any changes in your name, marital status, address or phone number, etc., should be communicated promptly to Employee Services either by calling or leaving a voice mail. Alternatively, you can update your personal information via an Employee Contact Address Change Form available online at www.cls-bc.org.

Your WorkSafeBC (WSBC) File

When you have a workplace injury claim we initiate a separate file in which all correspondence regarding any workplace injury claim you have is stored. This is kept in a secured cabinet and is accessed only by Employee Services.

Your Confidential Medical File

This file is also held by Employee Services who are the only people who have access to it. It contains information pertinent to medical leaves such as doctor's notes, information you have provided regarding injuries (WSBC/ICBC), maternity leaves, etc. It is kept at the office in a secured cabinet.



You are PFT if you work 30 or more permanent hours per week of regularly scheduled shifts or an equivalent bi-weekly average

The CLS Status Options

You may be employed in any one of the following capacities and you may change your status during your employment with us. You may be:

- Permanent Full Time
- Permanent Part Time
- Relief
- Temporary

Permanent Full Time Employee

In most companies full time employees work 35 hours or more a week.

At the CLS, you are a permanent full time employee if:

- you work 30 hours or more/week of permanently scheduled shifts or an equivalent bi-weekly average. This does not include Relief shifts taken for additional hours.

As a permanent full time employee you are:

- eligible for CLS Employee and Family Assistance (*See Section VII, Part 1*)
- (if hired as a permanent full time employee), eligible for CLS Group Benefits on the first day of the month following the successful completion of your 6 month probationary period with the CLS. Our agreement with the benefits carrier is that enrollment in our Group Benefits is mandatory for all permanent full time employees. Prior to being enrolled in CLS Group Benefits, you must submit proof to the CLS that you and your dependents have provincial health coverage (MSP). Enrollment in MSP is your own personal responsibility. (*See also Section VII, Part 2.*)
- (if your status changes to permanent full time), eligible for CLS Group Benefits when you have successfully completed your 6 month probationary period with the CLS and have served a 3 month wait period. (In some cases, the 3 month wait period would have been completed within the probationary period.) Prior to being enrolled in CLS Group Benefits, you must submit proof to the CLS that you and your dependents have provincial health coverage (MSP). Enrollment in MSP is your own personal responsibility. (*See Section VII, Part 2.*)
- will be eligible to join the Municipal Pension Plan following one year of continuous, permanent service. Enrollment is mandatory for employees hired on or after July 8, 2010 and optional for employees hired before July 8, 2010 who may sign a waiver to opt out of the plan. (*For details see Section VII, Part 2.*)
- will be eligible to enroll in the CLS Group RRSP program following the successful completion of your probationary period. (*For details see Section VII, Part 2.*)
- eligible for CLS paid sick leave under CLS Sick Leave Policy (*See also Section III, Part 6.*)

You are PPT if you work less than 30 hours per week of regularly scheduled shifts or an equivalent bi-weekly average



Part time Employee

At the CLS you are a permanent part time employee if:

- you work less than 30 hours per week of regularly scheduled shifts or an equivalent bi-weekly average.

As a permanent part time employee you are:

- eligible for CLS Employee and Family Assistance (*See Section VII, Part 1.*)
- eligible to enroll in the CLS Group RRSP program following the successful completion of your probationary period. (*See Section VII, Part 2.*)
- eligible to join the Municipal Pension Plan after one year of continuous, permanent service, and have in the previous calendar year earned at least 35% of the year’s maximum pensionable earnings (YMPE). Enrollment is mandatory for employees hired on or after July 8, 2010 and optional for employees hired prior to July 8, 2010 who may sign a waiver to opt out of the plan.
- eligible for CLS paid sick leave under CLS Sick Leave Policy (*See also Section III, Part 6.*)
- not eligible for CLS Group Benefits.

Relief Employee

Relief employees are on-call, casual employees of the CLS. At the CLS you are a relief employee if:

- you are on-call and have no permanent, regularly scheduled shifts.

As a relief employee you are:

- eligible for CLS Employee and Family Assistance (*See Section VII, Part 1.*)
- paid 4% vacation pay with every pay cheque. Vacation pay does not accrue in a vacation bank for you.
- eligible to join the Municipal Pension Plan after one year of continuous, permanent service, and have in the previous calendar year earned at least 35% of the year’s maximum pensionable earnings (YMPE). Enrollment is mandatory for employees hired on or after July 8, 2010 and optional for employees hired prior to July 8, 2010 who may sign a waiver to opt out of the plan.

- not eligible for CLS Group Benefits.
- not eligible for CLS Group RRSP program.
- not eligible for service recognition awards.
- not eligible for CLS paid sick leave.

As a relief employee one of the conditions of your employment is that we cannot guarantee on-call shifts. If you are available and wish to be called, be proactive by staying in touch with Employee Services and by checking the CLS Recruitment Hotline. If you do not work a shift in four months we will send you a letter explaining your employment with us has been terminated. (*See also Section III, Part 2.*)

As a relief employee you must be available for shifts which means that you must reside in the Lower Mainland of B.C. and be available to be on call for relief shifts at all times not only at Christmas and summer holidays etc. You must be available to work at several locations (not just one residence).

If any Relief employee has not worked for a period of sixty days (2 months) their availability will be reviewed and they may be terminated based on the circumstances.

Resigning and being Re-hired to Relief

If you are a full time or part time employee you may decide to resign your permanent position with the CLS. If you wish to be considered for re-hire as a relief employee:

- you must resign in writing through the Employee Acceptance form, indicating your wish to be considered for Relief employment.
- your Coordinator and Director will then review your suitability for continued relief employment with the CLS. There is no guarantee that you will qualify to continue as Relief. One of the considerations will be where you reside and your availability for shifts.

If you are accepted to be re-hired as a relief employee:

- all of the conditions that apply to Relief employees stated above will apply to you.
- your current wage rate and life-to-date hours will remain in effect and you will continue to be paid in accordance with the CLS wage scale. (*See Appendix A “Wage Scale”.*) This is



**We cannot always
guarantee on-
call shifts will be
available**

in recognition of your contribution to the CLS and to the individuals you support.

- we will mail you a Record of Employment and any accrued vacation bank will be paid out to you. This is because we consider resigning from your permanent position and being re-hired to relief to be a break in service with the CLS.



Temporary employees hold a position for a specific period of time

Temporary Employee

You are a temporary employee at the CLS if:

- you are hired to the CLS or accept a position for a specific period to cover staffing requirements such as temporary vacancies, supported individuals’ needs, additional hours, or regular employee absences (e.g. vacation, leave of absence, maternity leave, etc.)

As a temporary employee you are:

- paid out vacation accrued at 4% of pay at the completion of your temporary assignment, unless you are hired to a permanent position.
- eligible for Employee and Family Assistance (*See Section VII, Part 1.*)
- not eligible for CLS Group Benefits.
- not eligible for CLS Group RRSP program.
- not eligible for service recognition awards.
- not eligible for CLS paid sick leave.



Your status and wage rate may be affected temporarily, depending on the nature of the assignment

Positions covered Temporarily by CLS employees

If you are already working at the CLS and have the opportunity to fill in for a specified period in a position for any reason you are deemed to be temporarily covering a position. Your status and/or your wage rate may be affected temporarily, depending on the nature of the assignment. You will be notified of any changes to your wage rate and status by letter and we will also indicate when the assignment is estimated to end. If you have any questions you may ask your Coordinator, Director, or contact Employee Services at any time.



We will try to minimize the effects of any schedule changes

Changes in Scheduling and Hours of Work

From time to time there may be schedule changes that affect the days and hours you work. Under special circumstances it may also

be necessary to increase/decrease the number of hours you work, depending on staffing requirements at a specific home or vocational centre. In such cases, in addition to giving you notice, efforts will be made to try to minimize the impact of the changes. However, we cannot guarantee your status will not be affected.

Employee Acceptances

Employee Acceptances constitute written amendments to and form part of your original employment agreement with the CLS.

In your career with the CLS, in order to meet your own personal needs and/or those of the individuals we support, you might:

- change your employment status with us or
- be hired to an additional location (which may result in a change of status) or
- change your primary work location.

When this happens:

- you and your Coordinator will sign an Employee Acceptance Form that outlines the new conditions of your employment.
- your signature on the form indicates to us you have understood and agreed to all of the changes your new status entails.
- Once approved by your Director, Employee Services will process the properly signed and completed form and send you a copy of the form and a letter verifying the change for your own personal records. The completion of this form is necessary to ensure we are tracking your employment history accurately and you are being correctly paid.

Status Changes and How They Affect You

Please make sure you read and complete your Employee Acceptance carefully as it constitutes amendments to and forms part of your original employment agreement with the CLS. It is important you realize any change in your status with the CLS may affect, among other items:

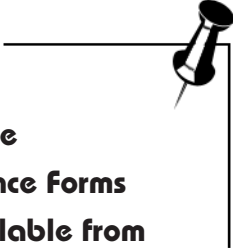
- Group benefits, Group RRSP and Pension Plan eligibility
- your pay rate



Your signed acceptance of this form indicates you understand and agree with the conditions of your employment status with the CLS



You and your Coordinator(s) are responsible for ensuring any location and/or status changes are reported prior to the effective date of the status change via Employee Acceptances to Employee Services



Employee Acceptance Forms are available from Employee Services, online at www.cls-bc.org or in the Forms binder.

- how you are paid vacation pay, and
- your eligibility for recognition awards.

You and your Coordinator(s) are responsible for reporting to Employee Services and the appropriate Director via an Employee Acceptance any ongoing changes in your scheduled hours worked if it affects your status. Status changes will not be backdated. Therefore, it is your responsibility to talk to your Coordinator(s) to ensure your status is correct. It is both you and your Coordinator(s) responsibility to ensure the CLS Employee Acceptance Form is sent into the office prior to the effective date of the status change.

If you have any questions regarding your status, you can either speak to your Coordinator(s) or contact Employee Services.