



NORTH SHORE DISABILITY RESOURCE CENTRE

NSDRC EMPLOYEE ORIENTATION

Community Based Services Support Worker

Form and Information Package

Updated September 2023

NORTH SHORE DISABILITY RESOURCE CENTRE COMMUNITY BASED SERVICES EMPLOYEE ORIENTATION PACKAGE

Introduction

This Community Based Services Support Worker Forms and Information was designed for new CBS employees to prepare for onboarding and orientation for North Shore Disabilities Resource Centre.

The documents in this package must be reviewed, completed, acknowledged and signed by the employee at the Administrative Orientation, prior to working in a program. The Administrative Orientation takes place at NSDRC main office located at 3158 Mountain Highway, North Vancouver.

There is a lot of information to absorb and we encourage all new employees to review the documents below prior to coming in for their orientation. Employee may print and complete the required forms in advance if desired. All PDF forms are writable and can be saved and emailed to r.mack@nsdrc.org. Please note: an Administration Orientation will still be required.

If you do not already have it, you can download the most recent version of Adobe Reader at <https://get.adobe.com/reader/>. For best results on mobile devices please use either the Adobe Reader app or another PDF reader.

Completed forms may also be faxed to 604-985-7594 Attn: Raven Mack.

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 six sections:

1. About North Shore Disability Resource Centre
2. CBS Job Description and Requirements
3. Commitment to Professional Practice
4. Electronic Access
5. Creating an Employee Profile
6. Municipal Pension Plan and other Employee Benefits

1.1 About North Shore Disability Resource Centre

The North Shore Disability Resource Centre was established in 1975 by a small group of concerned parents, professionals, and advocates who were responding to the limited, segregated, institutionalized-type settings available to children with disabilities in their community. Their aim was to address and meet the social and residential requirements for healthy development and a fulfilling life for young people with physical disabilities living on the North Shore. Since then, our agency has grown to become a multi-million dollar organization that provides services and supports to hundreds of people in all age groups – infants to seniors.

Our Mission

Working for a Community for All

Our Vision

- Communities that value inclusion are committed to creating opportunities for all.

Our Values

- We recognize the value of each person
- We believe we all have the same rights
- We believe family and friends are important
- We believe in the value of people working together
- We believe diversity enriches the community

CARF Accredited

We invite surveyors from CARF International* (Commission on Accreditation of Rehabilitation Facilities) to evaluate how well we meet international standards for quality. The survey tells us what we are doing well and ways we might improve.

The NSDRC has been accredited since 2004. Each accreditation period is for 3 years.

1.2 About Community Based Services (CBS)

Community Based Services provides support for children, youth and adults in either 1-1 or small group settings. This support is focusses on supporting individuals out in the community to reach specific and measurable goals, developed through consultation with the individual participant, their family or guardians and support network.

Programs directed specifically to children and youth include Special Services to Children, the Teen and Pre-Teen Social Program and Summer Bursary assistance. The **Special Services** program is for individuals between the ages of 5 and 18. Each person along with their family or support network develops a plan in order to be successful in reaching specific goals in community settings. Participants enjoy fun, skill-building activities with their one to one support worker who is suitable matched with the individual for the best possible outcome. The **Teen and Pre-teen program** is a weekend program for individuals between the ages of 9 and 18. Participants enjoy recreational activities and community outings with their peers while building social and life skills.

Programs directed specifically to adults include Adult Life Skills and STAGE (Supported Transition Adult Group Education). **Adult Life Skills Program** is for adults (ages 19 and over) with disabilities. They are matched with support workers who help them to learn or practice skills in the community or at home. **STAGE** is a weekday service for transitioning adults with disabilities who have completed high school. Participants can access educational, vocational and social recreational activities in the community or at the program site. Participants must be able to take public transit with a minimal amount of assistance, as much of the program is designed to take place in the community.

Additional support to youth and young adults is provided by a **Transition and Employment Facilitator**. The Transition and Employment facilitator helps young people and their families move through the transition process and provides supports toward employment. This includes providing workshops and Job Clubs, and resources for job seekers of any age from the community.

CBS Mission Statement

Enhancing opportunities to increase skills by responding to individual goals and aspirations.

This means providing chances to learn and practice skills participants have chosen, to help them reach their goals.

CBS Values Statement

Empowering choice and independence while building inclusive community

CBS Program Outcomes

Participants will:

- maintain or increase their level of independence
- maintain or enhance their skill development
- develop or maintain personal relationships and increase their opportunities to socialize
- maintain or increase opportunities for community involvement
- Participants who choose to work are working in the community at a variety of paying jobs

2. Job Description and Requirements

- 2.1 Community Based Services Support Worker Job Description
- 2.2 Job Requirements
- 2.3 Medical Doctor's Note of Good Health
- 2.4 Rates of pay
- 2.5 Employee Performance Review - SAMPLE

2.1 Community Based Services Support Worker Job Description

Your job description has been provided to with your Offer of Employment.

Please direct any questions regarding it to your Program Manager.

2.2 CBS Support Worker Job Requirements

As discussed in the interview, and outlined in the Offer of Employment, items marked with an asterisk are required to be in place *prior* to commencement of employment. Note that costs incurred to meet pre-employment requirements are borne by the employee. Failure to provide the required documents will result in your immediate release from employment with NSDRC. Please contact the program manager should you have any questions regarding requirements and/or documentation.

- Criminal Record Search(es)*
- Current Emergency Level First Aid*
- Negative TB Test, or a clear chest x-ray* (check online for testing centre near you)
- Medical doctor's note of good health* (see attached form for more information)
- Nonviolent Crisis Intervention Certification (sponsored by the NSDRC)**

NOTE: If you will be driving participants, you will be required to have a **class 5 Drivers License**, a copy of your **Drivers Abstract**, and documentation demonstrating adequate **Vehicle Insurance** coverage.

CBS employees required to provide a Drivers Abstract can be obtain it online or by calling ICBC at 604-661-2255. It can be faxed to 604 985-7594, Attention: Raven. Further information on obtaining your driving information can be found here: <http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>

Employees transporting participants in their vehicles must provide a copy of car insurance demonstrating adequate coverage for when participant is transported. Your requirements should be discussed with your ICBC insurance adjuster as per Policy 584.0 Automobile Insurance Coverage found in the [Community Based Services Policy Package](#).

Other:

- Food safe (if required)
- Provincial Privacy and Information Sharing Certification***
 - **Community Living British Columbia (CLBC):**
<https://www.communitylivingbc.ca/CLBC-PIM/index.html>
More information: [Privacy and Information Management - Community Living BC](#)
 - **Ministry of Children and Family Development (MCFD):**
[FOIPPA Foundations \(mytrainingbc.ca\)](http://mytrainingbc.ca)
More information: [Privacy & Information Management Training - Province of British Columbia \(gov.bc.ca\)](#)

** NCI will be provided and paid for by the NSDRC. All other requirements and associated costs are the responsibility of the employee prior to hire.

*** To meet our contract obligations, all employees are required to complete and submit both privacy course certificates. After successfully completing orientation, you are paid for your time (1.75hrs).

2.3 Medical Doctor's Note of Good Health



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 this form to the patient. Thank you in advance for your time.

1. How long have you known your patient? (yrs/mm) _____
2. Is your patient free from workplace communicable disease? Yes No
3. 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
4. Does your patient have any restrictions to lifting, transferring or physically supporting disabled individuals? Yes No
5. 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 and/or stamp: _____

Instructions to applicant: You may print this form and have your doctor complete it. Or request a note containing similar information indicating that you are physically and mentally able to support individuals with physical, developmental and mental health issues from your doctor.

2.4 Rates of Pay

NSDRC is party to the standard sectoral collective agreement between the Community Social Services Bargaining Association of Unions (CSSBA) and Community Social Services Employers' Association (CSSEA). It is a condition of employment that you become a member of the Canadian Union of Public Employees Union Local 1936, Unit 14. Dues will be deducted from your wages in accordance with the Union's constitution and/or bylaws.

Wages are paid in accordance with the current collective agreement. Your position classification falls under "Community Support Worker" and is Grid 10 of the JEP wage scale. You will start at step 1.

2.5 Employee Performance Review - SAMPLE



NORTH SHORE DISABILITY RESOURCE CENTRE EMPLOYEE PERFORMANCE REVIEW (NON-MANAGEMENT)

Revised Date: March 4, 2020

Employee Name _____ Review Date _____ Years of Service _____
Position _____ Program _____ Reviewer Name _____

Review Period Annual 6 Months 3 Months

- Job Description reviewed with employee. (If changes to job description, provide copy to Director Human Resources.)
 Last year's "Outcomes" reviewed Criminal Record Search (every 3 (QP) and/or 5 years)
 Class 4 and 5 Driver's License, if applicable Expiry: _____
 Driver's Abstract/Vehicle Insurance attached, if applicable Current Emergency Level First Aid: _____
 Emergency Contact Reviewed/Updated Employee Recognition received, if applicable

Please use the following **Rating System: 1-Needs Improvement 2-Satisfactory 3-Good**

1-Needs Improvement - Performance consistently does not meet position requirements: eg. difficulty setting priorities or attaining goals; does only what is asked; difficulty working with others; slow to grasp understanding of duties; work requires constant follow-up; results fall short of requirements.

2-Satisfactory - Performance consistently meets position requirements: eg. meets job responsibilities; attains goals; works well with others; results meet requirements.

3-Good - Performance consistently exceeds position requirements: eg. motivated to get work done and done well; shows initiative; takes on new tasks and added responsibilities; results usually exceed requirements.

1. **Job Knowledge** - Possesses and demonstrates an understanding of the work instructions as per job description. Possesses the practical and technical knowledge required of the job.

1-Needs Improvement 2-Satisfactory 3-Good

Comments:

2. **Work Quality** - Work is completed as per job description and Policy and procedures.

1-Needs Improvement 2-Satisfactory 3-Good

Comments:

3. **Attendance/Punctuality** - Flexes work schedule depending on work requirements. Meets attendance requirements. Willingness to work overtime as required. 1-Needs Improvement 2-Satisfactory 3-Good

Comments:

4. **Initiative/Creativity** - Creatively implements job tasks, problem solves, suggests ideas to find new and better ways of meeting goals and outcomes 1-Needs Improvement 2-Satisfactory 3-Good

Comments:

5. **Interpersonal Relationships/Communication/Listening Skills** - Is willing and demonstrates the ability to cooperate, work and communicate with co-workers, management, people we support/participants and their networks and external contacts. Accepts and responds to change in a positive and professional manner. Accepts job assignments and additional duties willingly, takes responsibility for own performance and job assignments.

1-Needs Improvement 2-Satisfactory 3-Good

Comments:

6. **Adherence to Policy** - Follows policies and procedures. Complies with and follows all safety rules and regulations.

1-Needs Improvement 2-Satisfactory 3-Good

Comments:

STRENGTHS

OUTCOMES (attach last year's "Outcomes (Goals)" to this Review)

Timelines

JD Ref. #*

** (✓)

1.0 Direct Service and Support

2.0 Administration

3.0 Quality Assurance

4.0 Community Building & Liaison

Employee's Comments:

Reviewer's Comments:

I have read and discussed this Review with my Reviewer and **AGREE** or **DISAGREE** with this Review.

Employee _____ Date _____ Reviewer _____ Date _____

Director _____ Date _____ Director of Human Resources _____ Date _____

* Resp. Ref. # = Responsibility Reference Number in Job Description.

** (✓) = Boxes are to be checked off as each outcome is achieved (completed).

Added to Performance Review Expiry Date, Employee Information, in ShareVision.

3. Commitment to Professional Practice

3.1 NSDRC Code of Ethics

3.2 Confidentiality Pledge

3.3 Confirmation of Policy Review

3.1 NSDRC Code of Ethics (130.0)

Intent

The North Shore Disability Resource Centre (NSDRC) is committed to providing services and conducting business openly and ethically. We accomplish this by creating a workplace built on the strength of trust, accountability, and integrity in all our business practices. It is the responsibility of every employee to build and maintain this code of ethics by supporting and actively participating in the process.

Guidelines

At the NSDRC, we strive to protect all of our employees, vendors, customers, and the organization itself from any illegal or damaging actions committed by individuals either knowingly or unknowingly.

The organization will not tolerate any wrongdoing or impropriety, and will immediately take appropriate disciplinary action to correct the problem.

NSDRC CODE OF ETHICAL CONDUCT

The North Shore Disability Resource Centre (NSDRC) recognizes that many ethical decisions are required when supporting people. The following Code of Ethical Conduct provides a basis for resolving ethical questions and dilemmas by establishing guidelines for responsible behaviour. While the statements in the Code of Ethical Conduct provide specific direction in addressing some ethical problems, situations may also require employees to combine these statements with sound judgement, and knowledge of the core values expressed in the Association's Mission, Vision and Values Statements. These core values recognise the importance of respect, equality, family and support networks, collaboration, and diversity.

1. We will respect the right of individuals to make decisions affecting their life, e.g.: health, finances, lifestyles, and friendships.
2. We will treat all people with respect, and value each person for their capacities and contributions.
3. We will treat all personal information acquired in the course of our duties as confidential.
4. We will provide supports and services to the best of our ability, adhering to professional standards.
5. We will respect the dignity and privacy of the people we support while carrying out our duties.
6. We will not engage in, or support, the exploitation of individuals or families for private or personal gain.
7. We will not discriminate against any individual on the basis of race, religion, gender, sexual orientation, political belief, ancestry, age, ability, or marital status.
8. In cases of conflict, we will work openly with all parties to make decisions as part of a team.

9. We will promote awareness of issues affecting people with disabilities within the community.

All employees and volunteers at the North Shore Disability Resource Centre will:

- Contribute to a workplace built on trust, accountability, and openness both individually and collectively;
- Disclose any conflicts of interest, as defined in the organization conflict of interest policy, regarding their position at North Shore Disability Resource Centre; and
- Report any suspected violations of organization policy.

Unethical Behaviour

- North Shore Disability Resource Centre will not be party to the intent or appearance of unethical or compromising practices in its business relationships.
- Violence, harassment, or discrimination will not be tolerated.
- Improper use of NSDRC information will not be tolerated.

Violations

If an employee violates this policy, the North Shore Disability Resource Centre will employ disciplinary measures that reflect the severity of the offence up to and including termination of employment.

Some violations may indelibly harm our organization. In this case, we may pursue punitive measures, including legal action.

**Retaliation against employees who use reporting mechanisms to raise genuine concerns will not be tolerated.*

Acknowledgement

I, _____, acknowledge that I have read and understand the Code of Ethics Policy of North Shore Disability Resource Centre.

_____ Employee's Name	_____ Signature	_____ Date
_____ Witness' Name	_____ Signature	_____ Date

3.2 Confidentiality of Information (545.0)

Intent

All information related to people we support, families and employees is private and must be kept confidential by all NSDRC employees.

Guidelines

Accessing Information Belonging To People We Support

1. Verbal information, written or electronic documentation, or photographic material about a person we support is confidential and belongs to them. Any person who wants access to the information must seek the permission of the people we support. This permission is to be formally documented in the care plan or file of the person.
2. Verbal information, written documentation, or photographic material about a child receiving service from the NSDRC is confidential and belongs to their parents or guardians. Any person who wants access to the information must seek the permission of the parent/guardian. This permission is to be formally documented in the child's care plan or file. See Form 209.0 A Consent to Obtain/Release Information for more information.
3. When documentation refers to several people we support, each person we support must be asked for permission. This permission must be documented by completing a Form 209.0 A Consent to Obtain/Release Information and filing the original in the care plan or file each person we support.
4. People we support have a right to access NSDRC information about themselves. This includes all documentation by employees about people we supports: log books, journals, reports, charts, etc. No people we support files may be removed from the Association Office, the group homes, or any other work site. Photocopies may be made of information requested by people we supports or parents/guardians.
5. If a family member, friend or advocate who is not a legal guardian, requests information about an adult person we support, the person is asked to seek permission from the people we support and their approval is documented on the Form 209.0 A Consent to Obtain/Release Information.
6. Information or reports concerning a people we support received by the NSDRC from other agencies may be released with permission from the people we support or parent/guardian.
7. The NSDRC releases personal information to external authorities upon receiving a completed Form 209.0 A Authorization of Access to Information.

Accessing Employee Information

8. All information about an employee belongs to the employee.

Disclosures Of Abuse, Neglect Or Wrongdoing

9. The principle of confidentiality **does not** apply to disclosure of alleged abuse, neglect or wrongdoing. It is the employee's responsibility to adhere to Policy 700.0 Abuse / Neglect

Reporting. For disclosures of employee wrongdoing, other than abuse, the employee has a duty to report.

Storage Of Information

10. Information is handled in a confidential manner and stored in a secure location. Please see related Program Policies for more information about records storage etc.

For NSDRC Employees, Volunteers, and Practicum Students

Employees, volunteers and practicum students respect the confidentiality of information belonging to the participants, their parents/guardians/friends and other employees.

Employees, volunteers and practicum students are permitted to verbally share confidential information with employees who work in the Program the information pertains to. The information discussed must be relevant to the provision of program supports and discussed in a private setting.

Confidentiality of information extends to all forms of information including but not limited to: spoken, written, electronic, web based, over the internet including the NSDRC ShareVision site.

Privacy for participants is a critical issue. It assists in defining participants and people as having separate lives, preserves dignity and demonstrates respect.

1. The NSDRC Confidentiality Policy is reviewed by any person who has access to the confidential information (files) of the participants.
2. Any breach in confidentiality on the part of any employee, practicum student, or volunteer working for the NSDRC will result in disciplinary action up to and including dismissal.
3. Under no circumstances may any information pertaining to participants be divulged either inside or outside the agency other than to persons authorized to receive such information in the course of their duties.
4. Under no circumstances may any employee, practicum student, or volunteer working for the NSDRC use any such information to their personal advantage. Violation of this policy may result in dismissal.

Please note that the principle of confidentiality does not apply to disclosure of alleged abuse, neglect or wrongdoing.

I, _____, understand that all information pertaining to participants, people we support, guardians/ families/friends and other employees is confidential and is not to be communicated except as outlined in the confidentiality policy.

I am aware any breach in confidentiality will result in disciplinary action up to and including dismissal.

Employee's Name

Signature

Date

Witness' Name

Signature

Date

3.3 Confirmation of Policy Review

Complete policies are provided in a separate document: [Community Based Services Policy Package](#). Please review the policies prior to completing the form below.

807.B CONFIRMATION OF UNDERSTANDING

Community Based Services

I, _____, have been oriented to the location of the North Shore Disability Resource Center Policies and Procedures on ShareVision. I have read and understand all of the policies, terms and conditions and agree to abide by them. I also understand it is my responsibility to be aware of all new and revised policies while employed by the NSDRC.

I will ensure adherence to **all** established policies, and as listed below:


- | | |
|---|---|
| 501.0 Guiding Principles | 564.2 Casual Call-In List Maintenance |
| 505.0 Employee Rights | 584.0 Automobile Insurance Coverage |
| 506.0 Management Rights | 585.0 Maintenance of Qualifications |
| 513.0 Conflict of Interest | 680.0 Occupational Health & Safety |
| 514.0 Criminal Record Search and Review | 683.0 Work Related Injury/Illness Reporting |
| 516.0.2 Tuberculosis Testing | 700.0 Abuse – Neglect Reporting |
| 521.0 Employee Vehicles | 705.0.1 Accidents/Incidents – Participants |
| 528.2 Harassment of Employees | 715.0 Aggression/Assault |
| 537.2 Discipline | 739.0.1 Emergency Information |
| 541.0 Prevention of Abuse of Participants | 815.0 Staff Identification Cards |
| 542.0 Code of Ethical Conduct | 849.0 Program Expenses |
| 543.0.4 ShareVision | 855.0 Safety – Security Participants |
| 545.0 Confidentiality of Information | 920.0 Person Focused Plan (PFP) |
| 546.0 Conduct and Behaviour | 921.0 SMART Goal Planning & Reporting |
| 552.0 Theft | 930.0 Program Activity Guidelines |
| 556.0 Timesheets | 945.0 Medication Administration |
| 563.2 Call-in Procedures and List | |


Employee's Name

Signature

Date

4. Electronic Access

4.1 Sharevision 

4.2 Dayforce HCM 

4.1 ShareVision

ShareVision is an online information management system used for tracking information about the people supported in our programs. Information tracked includes contact information, incident reporting, person focused plans (PFP), SMART goal setting and reporting as well as tracking progress through keeping Progress Notes.

It is accessed through a link in the header menu of the NSDRC.org website:

HOME>GET IN TOUCH>SHAREVISION LINKS>STAFF or <https://nsdrc4.sharevision.ca/>

ShareVision is best accessed through Edge, Google Chrome and Safari browsers. Other browsers may not let you enter the site or will not let you save information in forms. Note that Internet Explorer is no longer supported.

Mobile access can be set up by sending the website link to your device home page.

You will receive a ShareVision username and password at the orientation.

4.2 Dayforce HCM

Dayforce HCM, from Ceridian, is a cloud-based application for timesheet, payroll and employee information management used by NSDRC. Ceridian is a global human capital management and technology company serving more than 50 countries.

The Dayforce website is best accessed using the Edge, Google Chrome or Safari web browser.

The website for Dayforce HCM is <https://www.dayforcehcm.com/mydayforce/login.aspx>.

For mobile devices (iPad, iPhone, Android) the payroll site can be accessed through the **Dayforce HCM** app. This can be downloaded on Android devices (available through Google Play), or on iPhones (available through the iTunes store).

You will receive a Dayforce username and password at the orientation.

NOTE: Your Social Insurance Number (SIN) will be required in order to set up your payroll profile on Dayforce HCM. Please remember to have this information available to you at the orientation.

5 Creating an Employee Profile

5.1 Employee Information

5.2 Direct Deposit

5.3 Income Tax

- Federal
- Provincial

5.1 Employee Information

As an equal opportunity employer, the NSDRC adheres to the laws and regulations set out in the BC Human Rights Code and the Canadian Charter of Rights and Freedoms. The NSDRC does not discriminate in any manner. Employees also have the right to work in an environment free of harassment.

The NSDRC only collects personal information for which it has clear authority to do so, or where collection is related directly to and is necessary for program requirements. The employee from whom the information is collected will be advised as to what the information will be used for and under what authority. Your Social Insurance Number (SIN) is required for payroll purposes. Please have this information ready at the orientation.

The NSDRC maintains and retains confidential documentation for each employee within a confidential personnel file. Paper files are kept in locked cabinets located at the administration offices, 3158 Mountain Highway, North Vancouver, BC. Electronic files are secured with the use of permission only access and are accessible by only designated personnel. Online information is maintained in secure password protected databases (Dayforce, Sharevision).

The employee profile includes the following information:

Name	Payroll information
Address	<ul style="list-style-type: none">• Position and status
Primary contact phone number	<ul style="list-style-type: none">• Date employment began
Secondary contact phone number	<ul style="list-style-type: none">• Wage rate
Email address	<ul style="list-style-type: none">• Direct Deposit
Emergency contact(s)	<ul style="list-style-type: none">• TD1• Social Insurance Number (SIN)
Certifications and expiry dates including:	Other
<ul style="list-style-type: none">• First Aid• NCPI• Criminal Record Search results• Drivers Abstract• Other	<ul style="list-style-type: none">• Identification (Drivers License, BCID, Passport)• Evaluations• Disciplinary information• Correspondence

5.2 Direct Deposit

North Shore Disability Resource Centre

AUTHORIZATION FOR DIRECT DEPOSIT FORM 559.0A

I, _____, hereby authorize the **North Shore Disability Resource Centre** to deposit my pay directly into my bank account. The information for my bank is as follows:

ATTACH CHEQUE MARKED 'VOID'

OR

Complete the following if you do not have a cheque to attach

Institution Number

Transit # (including zeros)

Account #

BRANCH INFORMATION

Name: _____

Address: _____

City: _____ Postal Code: _____

I will advise in writing of any change to the above information, and the authorization is to remain in effect until cancelled in writing.

Employee Signature _____ Date _____

If you **are not** attaching a void cheque, please have your financial institution verify all information being submitted.

5.3 Income Tax

TD1, Personal Tax Credits Return, is a form used to determine the amount of **tax to be deducted** from an individual's employment income or other income, such as pension income.

For information on completing the TD1 form, please see the federal government's website here: [Personal income tax - Canada.ca](https://www.cra.gc.ca/personal-income-tax)

Federal Income tax TD1 forms can be completed online and printed. Access the form for the current tax year here:

[TD1 forms for pay received on January 1, current year or later - Canada.ca](https://www.cra.gc.ca/td1)

6 Municipal Pension Plan and other Employee Benefits

- 6.1 Employee Benefits  GroupHEALTH
Benefit Solutions
- 6.2 Municipal Pension Plan  Municipal
Pension Plan
- 6.3 Lifeworks Employee Assistance Program  LifeWorks

6.1 NSDRC Employee Benefits

All permanent employees accrue vacation and sick time when they begin working at NSDRC. Vacation time may be accessed after 6 months of employment. Typically, CBS employees are not asked to work on Statutory Holidays. These include: New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, BC Day, Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day. Easter Monday and Boxing Day are also acknowledged by the NSDRC as statutory holidays. As per BC labour standards, CBS employees are required to take at least 2 weeks’ vacation per year.

Sick time may be accessed after 3 months of employment and is paid as per the collective agreement.

An employee must work twenty (20) or more hours per week in a permanent or temporary position for at least three (3) months to be eligible for benefits.

Benefit coverage begins on the first day of the first month following the employee’s three (3) months of employment in a permanent or temporary position as per above requirement.

The responsibility for payment of premiums is outlined in the table below:

NSDRC RESPONSIBLE FOR	EMPLOYEE RESPONSIBLE FOR
Dental: 100% of premium	Group Life: 100% of premium
Extended Health: 100% of premium	Long Term Disability: 100% of premium
Mandatory Pension Plan Enrolment: Shared Contributions	Mandatory Pension Plan Enrolment: Shared Contributions
Accidental Death & Dismemberment: 100% of premium	

NOTE regarding MSP:

Employees should be aware of changes to BC Medical Services Plan effective January 1, 2020. It is the employee’s responsibility to ensure that they are enrolled as per provincial legislation.

For more information: <https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp>

Casual employees are not eligible for benefits or sick time. Casual employees receive 10.2% of their straight-time pay in lieu of scheduled vacations and statutory holidays.

6.2 Municipal Pension Plan

NSDRC employees contribute to the Municipal Pension Plan.

The Municipal Pension Plan provides pension benefits at retirement. Permanent and temporary full-time employees are required to join the Municipal Pension Plan upon eligibility.

Casual and regular part-time employees, upon eligibility, have the option to join or waive the pension plan.

All new employees must complete the Employee Declaration of Employment. If an employee is already contributing to the plan through another employer, the employee is required to do so through NSDRC as well.

Once the employee has joined the Pension Plan they must remain on the Pension Plan until termination of employment from the NSDRC.

More information about the plan can be found on the website: <https://mpp.pensionsbc.ca/>



512.0F EMPLOYEE DECLARATION OF EMPLOYMENT

1. Are you currently a contributor to the Municipal Pension Plan (MPP)? **Yes** **No**

2. Have you been a contributor to the MPP in the last 30 days? **Yes** **No**

3. Are you currently receiving a pension from the MPP? **Yes** **No**

4. I have been provided with a Guide for Plan Members via the MPP website that details my relevant entitlements and obligations under the MPP. **Yes** **No**

5. I understand that it is my responsibility to inform the NSDRC of my eligibility to enroll in the MPP, if I am employed with another agency that I am a member of the MPP. **Yes** **No**

Note to Employee:

Do you work for more than one Employer? Are you part-time, temporary or casual? Did you know you can qualify to join the Municipal Pension Plan if you have multiple Employers who are part of the MPP and combine your service to maximize your pension? Please talk to Susan Hokanson, Payroll and Benefits Administrator for further information and the forms you will be required to bring.

Employee Name (please print)

Signature

Date

6.3 Lifeworks Employee Assistance Program

About LifeWorks

LifeWorks blends the best user experience and clinical expertise together to help people everywhere achieve total mental, physical, social and financial wellbeing. It has both your Employee Assistance Program (EAP) and personalized wellbeing resources that can support you and your dependents with issues related to work, life, and everything in between.

- 24/7 access to professional, caring consultants for advice and support
- 24/7 access to the hundreds of articles, recordings, quizzes, self-assessments, and more online and on our free app
- 24/7 telephonic access to Master's-level counsellors for immediate, short-term support
- Referrals to telephonic, in-person, virtual group, or secure video counselling
- Connections to support agencies in your community
- Support for people leaders, including critical incident and organizational change support.

Note: individual plan coverage may vary. Where there is a discrepancy between the booklet and this video, the booklet would prevail.

Have a listen to the [EAP Orientation video](#) today to learn more about how LifeWorks can support you on your wellbeing journey!

For more information, please connect with your HR Department, Benefit Plan Administrator or LifeWorks directly at 1-866-331-6851.

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