

4.1 EMPLOYEE HIRE POLICY

The Burnaby Association for Community Inclusion is committed to employing people who demonstrate the organization's values and qualifications in order to support the individuals and families in the best possible way. BACI recruits, employs, and retains personnel that demonstrate the skills, values, and qualifications identified within the organization.

Consistent with the BACI Disability Confidence Policy, BACI will:

- Pro-actively recruit people with disabilities;
- Design and conduct employment interviews and pre-employment testing in ways that accommodate each applicant with a disability;
- Ensure that training and orientation is provided in ways that accommodate new employees with disabilities.

Each new employee must complete the hire process in order to become an employee of the Burnaby Association for Community Inclusion.

Hire Process:

Prior to being hired as an employee of BACI, staff follow the policy and procedures outlined in the Interview Policy (see policy).

Once the new employee is officially hired, the employee is responsible to produce the following documentation to be added to his/her Personnel File:

- Proof of credentials, training, and/or qualifications
- Copy of valid BC Driver's License
- Copy of Certificate of Fitness
- Copy of TB Test results
- Proof of immunization

The employee must also complete the following administrative requirements:

- Criminal Records Check
- Driver's License Check
- Payroll documentation for direct deposit
- Federal and Provincial Income Tax
- BCGEU Membership Application

New employees receive a letter of hire. The hire letter informs the employee of his/her designated, Supervisor, Coordinator or Manager, employment position, start date, probationary period, rate of pay, and assigned program(s). The letter will also contain any specific expectations that are necessary to complete the probationary period (i.e. Class IV Driver's License).

New employees must sign a “Statement of Compliance” form with all applicable BACI policies and procedures.

Each employee is provided with Union information. The union will supply a copy of the signed collective agreement.

New employees must attend BACI’s Cornerstone’s Training.