

Employment and Contracting Policy Statements

Employee/Contractor Designations

The decision on whether the execution of a work package should be covered by an employment agreement or a contract shall be based on the category that results from the application of the current Canada Revenue Agency guidelines.

Definitions

A **contractor** is defined generally as one who works to contract specifications and conditions, provides tools and labor as required, and is considered to be self-employed. An **employee** is defined generally as one who works full or part time for specified wages under the direction of a manager or management committee, does not provide his or her own tools and is considered to be in the service of the employer.

The **association** is the Hornby Island Resident's & Ratepayer's Association. The **executive** is the HIRRA executive committee. A **management committee** is the HIRRA committee responsible for the management of a particular service. The **president** means the president of HIRRA, or designate. The **administrator** is the HIRRA administrator reporting to the executive committee.

HIRRA's relationship with the Comox Valley Regional District

In recognition of HIRRA's contractual relationship with the Comox Valley Regional District (CVRD), both employee and contractor agreements will contain clauses established by the Executive which permit HIRRA to terminate the agreements with two month's written notice and without penalty in the event that the CVRD reduces the scope of HIRRA's assignments or reduces the funding.

Employee Agreement

1. The relationship and obligations of HIRRA and its employees are defined in individual letters of employment.
2. HIRRA and the employee shall enter into a written employment agreement based on the HIRRA model established by the Executive in consultation with committees. The agreement shall be negotiated, in the first instance, by the relevant management committee. The finalized draft agreement shall be submitted to the executive for final approval. It shall then be signed by both the manager/management committee and the employee, and a copy sent to the administrator.
3. Annually in October, the executive will review the HIRRA master pay schedule, taking into account the cost of living impacts. In keeping with HIRRA's pay system values, this will normally result in a "cost -of-living" increase for staff for the coming year (based on the Consumer Price Index) so that wages keep pace with inflation. However, if Committees or Managers wish to implement wage rate raises for their staff that exceed this increase, those plans shall be brought to the Assembly for approval at least one month before the November budget presentations. Also, any form of financial award to HIRRA staff beyond regular wages (e.g. bonuses) will require Assembly approval.

4. Every year in December, a written performance evaluation shall be prepared for the employee by the management committee, or the manager. The form used for the evaluation shall be the HIRRA model approved by the executive committee. The completed evaluation shall then be viewed by the employee and discussed in a meeting, held during the same month and attended by the employee, the person to whom the employee reports and one member of the management committee or the executive committee. The job description shall be reviewed with the employee and updated as required. If necessary, a new course of action for the coming year will be negotiated and documented on the evaluation form. The employee may write his/her own comments onto the evaluation form. The completed form, once signed by the employee and his/her manager/management committee, shall be filed in the employee's confidential record held by the HIRRA administrator.

~~5. Every year, in September, the management committee shall meet to assess the remuneration under the employee agreement and shall take into account the master pay schedule criteria, the most recent performance evaluation report and subsequent performance. Any recommendations for upward adjustment of wages (in excess of the usual, annual cost-of-living increase) shall be taken to the Assembly for approval at least one month prior to November budget presentations. Any recommendations for downward adjustment of wages shall be submitted to the Executive for approval. Any resulting changes to wage rates shall be communicated to the employee in writing. Every year, in December, the management committee shall meet to assess the remuneration under the employment agreement and shall take into account the master pay schedule criteria, the performance evaluation report and subsequent performance. Recommendations for adjustment shall be submitted to the executive for approval. Adjustments to the remuneration rate shall be communicated in writing to the employee.~~

6.5. HIRRA will advertise employment opportunities in at least two editions of free print media distributed on Hornby Island and on the HIRRA notice board at the Hornby Co-op. The advertising shall be over a period of at least two weeks. The HIRRA management committee or manager shall evaluate the candidates, interview a short list or all of the candidates, make a selection and negotiate the employment agreement, in consultation with the executive except where this requirement has been specifically waived by the executive.

Contract Agreements

1. Contracts shall be negotiated using the HIRRA model contract form as the starting point. Currently, the following are ongoing labor contract positions within HIRRA: Recording Secretary, Recycling Cleaner, Beach Clean-up Patrol, Fire Hall Cleaner, Summer Fire Patrol ~~community hall booking agent/maintenance coordinator; outhouse maintenance contractor~~ and Regional Parks Maintenance Contractor.

2. Contracts shall be between HIRRA and the contractor with the president, administrator or designate signing on behalf of HIRRA, and shall name the management committee as the agent for HIRRA.
3. The term of contracts shall be one - three years unless there are grounds for a longer term (e.g. significant capital commitments required of the contractor).
4. At the end of the term of the contract, the management committee may renegotiate the contract with the incumbent contractor. The renegotiated contract shall then be submitted to the Executive for approval and signature by a signing officer of the association.
5. Three years after the commencement of the initial contract, with the contract or an amended contract still in effect and the work package still to be carried out, the work package may be put to public offering.
6. Short-term work contracts shall specify, in writing, the details of the work to be done the remuneration to be paid and the planned completion date.

Adopted: 2000

Revised: 2007

Revised: 2019

