

# HIRRA Employment and Contracting Policy Statements

## Employee/Contractor Designations and Definitions

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.

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 Executive 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 **and** the person to whom the employee reports (**Manager**) ~~or~~ **and** one member of the management committee or the Executive committee. **[NOTE: Only the section of the Employment Policy with revisions is shown here.]**

**Commented [RL4]:** Removed reference to specific months as CVRD budget deadlines have not yet been confirmed.

**Commented [RL5]:** Removed direction for Committee or Executive member to attend performance evaluations (unless they are the person that the employee reports to).