

Requirements and Considerations to Establish the Division as an Employer

Business/legal requirements to establish the Division as an employer

Canada Revenue Agency	<p><u>Canada Revenue Agency</u></p> <p>You are an employer if you pay a salary, wages, advances, bonuses, vacation pay, or tips to your employees. Most employers need a payroll program account.</p> <ol style="list-style-type: none">1. <u>Business Number</u>2. <u>Payroll Program Account</u>3. <u>HST/GST Account</u>, if applicable <p>You can register for a Business Number and one or more of the Canada Revenue Agency program accounts at the same time using the <u>Business Registration Online</u> service. Once your account is set up, you will be required to remit payroll deductions, maintain records, etc.</p>
WorkSafe Insurance Coverage	<p><u>WorkSafeBC</u></p> <p>Employers that hire and pay one or more workers on a full-time, part-time, casual or contract basis are legally required to register for insurance coverage with WorkSafeBC. Even if contractors have their own workplace insurance coverage, registration may still be mandatory. Contact the <u>Employer Service Centre</u> to determine your coverage requirements.</p> <ol style="list-style-type: none">1. <u>Register for a WCB account</u>2. <u>Register for online reporting and remitting to pay premiums and file reports</u>

Core employment policies and practice to comply with legislation

BC Employment Standards Act	<p><u>BC Employment Standards Act</u></p> <p>The Employment Standards Act sets out the minimum standards that apply in most workplaces in BC. <u>Factsheets</u> are available on a wide range of employment related topics to guide employers in BC. The <u>Employment Standards Branch</u> administers the Act.</p>
BC Human Rights Code	<p><u>BC Human Rights Code</u></p> <p>Ensure policies and business practices, including staff and contractor recruitment, are consistent with the Human Rights Code and reflect respect in the workplace and anti-discrimination. <u>Protection from Discrimination</u> provides an overview of coverage provided by the Human Rights Code.</p>

WorkSafeBC Health and Safety Regulations	<p>Occupational Health and Safety</p> <p>While Division work is of lower safety risk, WorkSafeBC occupational health and safety requirements are less onerous but still required. According to the WorkSafeBC employer rights and responsibilities, an small operation must:</p> <ul style="list-style-type: none"> • Initiate and maintain a less formal OH&S program (i.e. documented monthly meetings) • Investigate and report work-related injuries • Provide basic first aid <p>Workplace Bullying and Harassment</p> <p>All employers are required to take steps to eliminate, where possible, or otherwise minimize the risks to workers from bullying and harassment in the workplace. It is the employer's responsibility to take steps including implementing policies and developing procedures for workers to report, and the employer to deal with, incidents or complaints of workplace bullying and harassment. Supervisors and workers also have obligations in connection with bullying and harassment. A bullying and harassment prevention toolkit is available from WorkSafeBC which includes policy statement, reporting procedures, investigation procedures and guide, and related resources.</p> <p>Violence in the Workplace</p> <p>For businesses (i.e. Divisions) where there is a possibility of violence from any person other than a co-worker, a risk assessment should be conducted. If you find there is no risk of violence in your workplace, no further action is necessary. If there is a possibility of violence in your workplace, the WorkSafeBC publication, Take Care, is designed to assist with implementing a violence prevention program.</p>
Vacation, Statutory Holidays and Leave	<p>The BC Employment Standards Act establishes the minimum vacation, statutory holidays and leave to which employees are entitled. Information is available at:</p> <ul style="list-style-type: none"> • A Guide to the Employment Standards • Employment Standards Factsheets
PIPA	<p>Privacy and Information Protection Act</p> <p>All BC private sector organizations, including non-profits such as the Divisions of Family Practice, must comply with the Personal Information Protection Act (PIPA). Personal information means information that can identify an individual (i.e., name, home address, home phone number, ID numbers) and information about an identifiable individual (i.e., physical description, educational qualifications, blood type).</p> <p>Divisions are required to identify a 'privacy officer,' typically the ED/Coordinator, to be responsible for compliance with PIPA. The privacy officer is responsible for the collection, use and disclosure of personal information, for reasonable purposes. In order to collect information, the Division is required under PIPA to have appropriate policies in place for managing personal information, providing notice, obtaining consent and allowing access to information. These policies must be available to individuals upon request.</p> <p>See Governance Handbook or ask your Physician Engagement Lead for sample policy.</p>

Core employment processes

Human Resource and Employee Records	Determine who will oversee HR processes and employee records, including: <ul style="list-style-type: none"> • Recruitment, hiring and orientation • Maintenance of employment documentation and records, and compliance with provincial requirements • Compilation of new hire packet, including Letter of Employment, payroll forms, job description and core policies • HR policies and procedures: development, updates and dissemination
Payroll and Benefits Administration	Determine who will oversee processes and employee records related to: <ul style="list-style-type: none"> • Payroll administration and process flow, and if outsourced to a payroll provider (i.e., ADP) • Benefits administration • Remittances
Health and Welfare Benefits	The Division determines if health and welfare benefits are provided to employees. There is no requirement by the Employment Standards Act. Health and welfare benefits may include: <ul style="list-style-type: none"> • BC Medical Services Plan (MSP) • Group Benefits (i.e., extended health, dental, visions, life, AD&D, LTD) • Pension or RRSP Small employers may reduce the cost by participating in a group plan with other organizations (i.e. Chamber of Commerce, Doctors of BC) or share the cost with employees. Divisions of Family Practice may be eligible to participate in the Doctors of BC group benefits plan. Contact the Insurance Team more information.
HR Policies	Divisions may consider adopting a full suite of HR policies such as, but not limited to: <ul style="list-style-type: none"> • Code of Conduct • Confidentiality • Conflict of Interest • Internet and email use • Performance Management • Professional Development • Substance Use