



LASQUETI LAST RESORT SOCIETY

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FB: <https://www.facebook.com/lasquetilastresort/>

Charity Number: 861119261 RR0001

Lasqueti Last Resort Society (LLRS) Human Resources Policy

The Lasqueti Last Resort Society adheres to all BC Employment Standards, and is committed to cultivating positive and collaborative working relationships.

1. Compensation

- a. Compensation will be agreed upon hiring. Any changes in compensation will be preceded by written notification, a minimum of 14 days before the change goes into effect.
- b. Employees will be paid bimonthly, with pay periods consisting of the 1st to 15th of each month, and the 16th to end of each month. Any applicable overtime, statutory holidays, or vacation pay will be assessed in accordance with BC Employment Standards to qualified employees. For more information, see: <https://www2.gov.bc.ca/gov/content/employment-business/employment-standard-s-advice/employment-standards/hours>
- c. Employees are responsible for submitting a written timesheet detailing their monthly hours to the administration office, within 2 days of the end of each pay period. Any timesheets submitted later may be subject to delays in processing.
- d. Cheques will be available for pickup in the administration office within eight (8) days following the end of each pay period. For any other arrangements contact the administrator.

2. Performance appraisals

- e. Each employee will commence employment with a 3-month probationary period, during which employment can be terminated without notice by either party. A review session will be scheduled at the end of this period by a committee appointed by the Board of Directors. Mutual feedback and assessment is invited at this time, and a plan made regarding ongoing employment.
- f. Employees may request a review session at any point during their employment with members of the Board of Directors, and this will be accommodated by the directors at their soonest availability. Questions and feedback are always encouraged.
- g. Each employee will have a yearly Employment Assessment meeting, scheduled during their working hours, with a member of the board of directors, in which any reflections, requests for adjustments, or renegotiations can be brought forward by the employee for consideration by the board.

3. Change or termination of employment

- h. Employment with LLRS is at-will, and may be terminated by either employer or employee at any time.
- i. When an employee chooses to leave their position, two weeks notice is requested, but not legally required.
- j. If LLRS chooses to terminate employment, all BC Employment standards guidelines will be followed. For more information, see: <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/termination>
- k. If LLRS changes either the weekly number of hours worked or the specific days during the week required, this request will be made in writing a minimum of 14 days prior to the change going into effect. The exception to this guideline is when such a change is expected and predictable. For example, some positions such as Maintenance Employee have regular seasonal fluctuations which are built into the nature of the position.

4. Grievance procedure

- l. Employees or former employees are encouraged to approach the board Employee Coordinator, or any board member or administrator, if they are unhappy or uncomfortable with any aspect of their employment. Current Employee Coordinator is Marilyn Darwin (250-333-8852).
- m. If an issue cannot be resolved through informal negotiation in this way, an employee may submit a letter describing their grievance to the LLRS, either via email to healthcentre@lasqueti.ca or on paper.
- n. If such a grievance is received by LLRS, this will be considered confidential within the board of directors, and a matter of first priority to address at their next meeting.
- o. A letter of grievance will be responded to in writing by the board within 14 days following the date of the next board of directors meeting.
- p. If the grievance cannot be resolved through this process, employees are entitled to submit a complaint to the BC Employment Standards board. For more information, see: <https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/complaint-process>

All employees report to the current LLRS Board of Directors, with the Employee Coordinator being the primary point of contact. For additional information or questions regarding employment with LLRS, please contact current Employee Coordinator Marilyn Darwin at 250-333-8852.