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# HR Basics

October 26, 2019

Leagues Alive Conference

# Topics

- Hiring;
- Employee versus contractor;
- Alberta Occupational Health and Safety Legislation;
- Employment standards updates;
- CRA – Payroll deductions and employee benefits.

# Hiring Practices

- Protecting Human Rights (Alberta Human Rights Commission);
  - Prohibits discrimination based on the protected grounds of race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income and sexual orientation;
  - Employers are responsible for:
    - ensuring no discrimination in the workplace;
    - building an inclusive workplace by removing barriers that are based on protected grounds;
    - considering requests for accommodation for needs based on a protected ground.
  - Website – Information Sheets.

# Hiring Practices

- Employee versus Contractor:
  - Considerations:
    - See attached info sheet.
- Occupational Health & Safety:
  - “Employer” includes a charity or a not for profit organization;
  - “Worker” includes a volunteer.
  - Basic rights of workers:
    1. Right to refuse dangerous work.
    2. Right to know.
    3. Right to participate.
- See attached sheet and toolkit (IntegralOrg website: <https://integralorg.ca/learning-program/>).

# Hiring Practices

- Determine skill sets needed for the role;
- Role description for the position;
- Interviews;
- Reference checks – follow up;
- Offer letters;
- Contracts;
- Orientation and training.



# AB Employment Standards

- Rules apply to most employees in Alberta including not for profits;
- Legislated changes effective January 1, 2018;
- More changes with Bill 2 (royal assent July 18, 2019);
- Sets minimum standards for conditions of employment;
- Minimum requirements.
- Bill 2 update:
  - Return to holiday pay qualifying period of 30 work days in last 12 months before a general;
  - Return to regular/irregular workday distinctions;
  - Give employers and employees the option to develop straight-time banked hours arrangements and repeal Flexible Averaging Agreements.

# Other Pertinent Legislation

- Legislation that may apply to you includes:
- Canada Labour Code: <https://laws-lois.justice.gc.ca/eng/acts/l-2/>;
- Labour Relations Code: [www.alrb.gov.ab.ca/legislation.html](http://www.alrb.gov.ab.ca/legislation.html);
- Occupational Health and Safety Act, Code and Regulation: <https://www.alberta.ca/occupational-health-safety.aspx>;
- Alberta Human Rights Legislation: [www.albertahumanrights.ab.ca](http://www.albertahumanrights.ab.ca);
- Workers' Compensation Board: <https://www.wcb.ab.ca/>

# HR Policy Manual

- Confidentiality;
- Code of conduct;
- Orientation;
- Grievance process;
- Harassment;
- Leaves of absence;
- AB Employment Standards applicable to your organization.



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