



Employer Quarterly news & updates

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Enhanced Wage Subsidy Program

Eligibility for the [WorkBC Wage Subsidy Program](#) was recently expanded, providing greater opportunity for employers hiring for full time positions.



The criteria for employers has broadened and may provide your organization with financial support for up to 24 weeks for recalled workers and/or new hires (currently up to 10 full-time positions can be subsidized, with 5 at a time).

For details and eligibility please review the [Employer Application Guide](#)

When you are ready to apply, the application process is short and is now online. You will notice there are [two optional starting points](#):

In order to submit your application for Wage Subsidy, you will need the following information:

- Your CRA Business Number
- Your employee's e-mail address (if you have an employee)

Employers who need an employee can either:

Apply with their identified employee

Start

Apply to be matched to a WorkBC Client

Start

1. **You have Identified the worker you want to hire/rehire** (left-hand side): Start the application here if you are re-hiring a previously laid off worker **and/or** have already interviewed/screened and are ready to hire a new worker for a full time position.

2. **You are currently advertising and recruiting** (right-hand side): Start the application here if you are posting a position and need to be matched with WorkBC clients or other job seekers for a full-time position.

***TIP:** Have your CRA #, WorksafeBC # a brief description of duties, the skills and duties normally required for the position and an outline of a training plan on hand when you are ready to fill in the online application. If you have identified the worker you intend to hire/re-hire, you will also need the worker's email address. The worker will automatically receive an email and will be prompted to apply for Self Serve Services with WorkBC. Please follow up with the worker to ensure they received the email with*

the instruction for how to participate. They will be prompted to select a WorkBC office, so please ensure they know to select the WorkBC-Parksville office.

One of our primary goals at the Career Centre is to support local employers with their recruiting, hiring, and training process. The recent enhancements to the [WorkBC Wage Subsidy Program](#) can offset some of the initial wage costs associated with re-hiring and/or providing on-the-job-training and skill development.

Should you have questions or need assistance, please contact Lorrie Mohl, our Employer Services Coordinator.

Lorrie Mohl
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WorkBC Wage Subsidy Info Session for Employers

Are you hiring? Rehiring? Funding support may be available for your next full time hire!

Find out more at one of our Virtual Employer Information Sessions which will be a 15–20 minute presentation with Questions and Answers.

Choose one of the following dates that suits your needs:

May 11th 2:00pm
May 12th 2:00pm
May 13th 10:30am

- Is your organization eligible? It probably is...
- Is the worker eligible? They probably are...
- How to apply? It's now online...
- How to submit a claim? Also now online...
- How much is the subsidy? 30–50% for up to 6 months...

Call our front desk at 250.248.3205 today to register and to receive the zoom link to your selected session.

If you are not using zoom, and want to learn more about the WorkBC Wage Subsidy, please call to arrange a phone meeting with our Employer Services Coordinator, Lorrie Mohl.

Wage Subsidy agreements MUST be in place before the employee starts work! Call to find out more!

Job Developers

The Career Centre is very fortunate to have two full time Job Developers assisting local residents who may require additional support in securing and maintaining employment. As hiring practices evolve to be more inclusive, it's important those who are interested and motivated to be employed, but may not have a lot of work experience or require some accommodation in the workplace, have access to services to help them apply for and obtain employment.

A Job Developer will work one-on-one helping their client to become more job ready. They may attend the job interview and can also be in attendance at the job site for several shifts, providing the new employee with additional support. Over the past six months, with the support of a Customized Employment Consultant/Job Developer, twelve local residents have secured stable employment in retail, accommodation, and the health sector.

Meet Christine Brisson, Customized Employment Consultant/ Job Developer

Christine values wellness and purpose, from a holistic perspective, recognizing and matching individual's unique strengths, needs and interests to create an action plan that leads to an achievable goal of sustainable employment. Christine's role involves customized employment and job development which focuses on the best employment situation for each individual. Christine enjoys being creative and exploring the great outdoors.



Averaging Agreements

An averaging agreement is a separate legal document between employer and employee which allows employers to schedule employees to work non-standard shifts without triggering overtime wage rates at time-and-a-half and double time. An averaging agreement does not have to be filed with the Employment Standards Branch, but it does need to have specific factors included in it in order to be valid.

Many employers implement an averaging agreement to better manage overtime cost and many employees may prefer to work longer shifts in order to work fewer days. (i.e. work 4 -10 hour days and have 3 days off each week).

Here are a few lesser known aspects about averaging agreements:

- Daily overtime, at double time, is still required for work past scheduled 12 hours a day
- Overtime is calculated based on ALL the hours worked in the average agreement term (1,2,3 or 4 weeks) rather than on the hours worked by

week

- If introducing an averaging agreement, the terms can be imposed on new employees as an accepted condition of the employment offer, whereas existing employees must give written consent for an average agreement to be implemented
- An employee qualifies for statutory pay if they have been employed for 30 days and have worked 1 shift prior to the statutory holiday (compared to working 15 of the 30 days prior)
- An employer must define a work schedule for each day in the agreement cycle. If an averaging agreement covers 4-weeks, the configuration of hours and days worked must be defined for each of the 28 days in the 4-week period. Employees working the same schedule but starting the schedule on different days will require separate averaging agreements for each unique schedule.

The following is an excerpt from the BC Employment Standards Act:

An employer and an employee can agree to an average of work hours scheduled over one, two, three or four weeks. Employees can agree to work up to 12 hours in a day, averaging no more than 40 hours per week, without being paid overtime.

What to Include

An averaging agreement must be signed by the employer and employee before the start date. It must also include:

- A start and end date
- The number of weeks (one to four) over which hours will be averaged
- The work schedule for each day covered by the agreement
- The number of times the agreement may be repeated

The employee must receive a copy before the agreement takes effect. Averaging agreements do not have to be filed with the Employment Standards Branch.

Overtime Pay

Daily overtime

Employees are paid time-and-a-half for hours worked:

- If they work more than their regularly scheduled hours in a day

AND

- If they work more than eight hours in a day

They must be paid double-time for extra hours worked past 12 hours in a day.

Example: An employee is scheduled to work a 10-hour shift but ends up working 12 hours. The employee is paid time-and-a-half for the two hours added to the work schedule for that day.

Weekly overtime

Employees must be paid time-and-a-half for any hours they work that exceed the average of 40 hours per week for the period covered by the agreement.

Example: An employee who works four 10-hour days per week over a four-week period is asked to work on another day for eight hours. The employee must be paid time-and-a-half for the extra hours worked.

Hours Free From Work

Scheduling hours free from work

An employee must have at least 32 hours in a row free from work. This rest period can be taken in the same week, in different weeks, or consecutively at any time during the term of the schedule.

Example 1: A one-week schedule for an employee who works an average of 40 hours

Example 2: A four-week schedule for an employee who works an average of 40 hours per week and is off of work an average of two days per week

[Click here for Examples 1 & 2](#)

Changing an averaging agreement

Employees can make a written request to change to their averaging agreement as long as the total hours scheduled in the agreement remain the same.

Getting paid for statutory holidays

An employee qualifies for statutory holiday pay if they have been employed for 30 calendar days and have worked under an averaging agreement within the 30 days before the statutory holiday.

Workshop: The ABC's of the ESA

There are benefits to Averaging Agreements if they are implemented in accordance with ESA. Want to know more? Sign up for **The ABC's of the ESA Thursday June 3, 2021 10 am to 11:30 am PST**

This education seminar covers the basics of employment standards and the Employment Standards Act. Topics include:

- Basic definitions
- Regular wages
- Hours of work
- Statutory holiday pay
- Deductions
- Annual vacation

To register to attend via phone or skype send an email to ESB.Compliance@gov.bc.ca. Include the following information:

- The business name, contact person, phone number and email address
- The topic you'd like more information about
- Number of attendees
- Questions you'd like answered during the session

You'll receive a confirmation email (usually within one day) along with additional details.

Post Your Jobs for Free!



[Visit our website](#)

If you are looking for staff, don't forget to access our free job posting service!

With an average of **1,170 daily views**, our job posting service remains an important resource, showcasing employment opportunities for all job seekers. Job postings are viewable for up to 30 days or you can set an expiry date. You can post a new position or reactivate a previous posting with the “manage your postings” options from the dashboard.

When posting your job, don't forget about our local post-secondary students! Employers can submit job postings to Vancouver Island Work-Integrated Learning to reach students and alumni of both Vancouver Island University and



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