



Approved By: Board of Directors

Effective Date: May, 2008

Updated: July, 2011

## Alberta Alpine Ski Association

### Policy Title

5.5 Salary and People Administration

### Policy Objective

Clarify the responsibilities in payment to all staff as well as provide some tips for team management.

### Procedure

- Hiring is contingent upon a successful Criminal Police Records check
  - The employee must provide a CPIC within 3 months of hire date and is required to provide an updated one every 3 years
  - AB Alpine covers the cost of the check
- All staff must provide a copy of their driver's licence and all drivers of the 15 passenger van must have a Class 1, 2 or 4 licence
- All drivers will be given an authorization for a search of their Drivers Abstract. Any driver with 6 demerits will not be allowed to drive the 15 passenger vans.
- While AB Alpine is obligated to begin paying salary as soon as employment started, it is preferred all paperwork be submitted to payroll prior to the first pay day. This paperwork includes:
  - TD1 both provincial and federal
  - Direct deposit authorization along with voided cheque
  - Signed letter of employment
  - Notice of employee hire, change or termination
  - If the employee is eligible for benefits the enrolment form should be included
- Alberta Alpine will provide the employee with directions on how to receive their pay stub electronically. AB Alpine does not provide an employee with a pay stub.
- Paydays are the 15<sup>th</sup> and last day of each month. Any changes to any pay period must be communicated, in writing, no less than 10 business days prior to pay day.
- AB Alpine will deduct all statutory deductions but any additional deductions for charge backs require approval from the employee. An email response to a requested deduction is adequate.
- All position openings are posted on the AB Alpine website and any qualified staff are encouraged to apply.
- Ensure WCB (Workers Compensation Board) registration is paid up for the Association / Club. Any contractor should have proof of WCB coverage.
- Helpful websites:
  - <http://www.employment.alberta.ca/SFW/1224.html>
  - <http://www.2010legaciesnow.com/club-standards/>

### Scope

All supervisory staff.



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## Related Policies

Holiday Leaves and General Holidays, Performance Reviews, Recognition of a Hard Worked Season

## Appendix

- a. Contractor agreement template
- b. Direct deposit form
- c. Employment agreement template
- d. HR file checklist
- e. Job description template
- f. Job fact sheet
- g. Notice of employee hire change termination template
- h. Register and download Human Resources Guide for Community Sport: Managing Employees (title of the resource can link to: <http://www.2010legaciesnow.com/club-standards/>. This guide was developed by 2010 Legacies Now, with support from the Province of British Columbia, as a legacy of the 2010 Olympic and Paralympic Winter Games.
- i. Timesheet template