

Employee Handbook



HCR Identification Card

Upon successful completion of the HCR Orientation and WHMIS training video test, you will be given an HCR Identification Card.

This card must be carried with you to your job assignments and must be shown to any Supervisors who request it. For your convenience, the card has the HCR office phone number on it so you can contact us readily.

Call In Procedure

As a registered HCR employee, you are invited to call our office every day that you are looking for a job assignment. By calling the office (in the morning between 8:30 - 10:00) you will get your name on the availability list. When we receive a job order request, we look to the availability list to call people to offer them the job assignment. (This decision is based on skills required to do the job, availability of the employees, and distance to be travelled.) Please remember to call in **once only**, every morning that you are available for work.

When you call in please inform whomever answers the telephone that you are a registered employee, available for work, and they will record your name, your phone number and the city you live in for easy reference so we can fill job orders quickly.

Most of our communication with you after you have completed the orientation session is going to be by telephone. We have a 24 hour voice mail system if you cannot reach us in the office, or if we are unable to take your call immediately. Please remember to speak clearly when leaving a message, to leave your name (please spell your last name slowly), your phone number, and a detailed explanation of the situation that we can help you with.

You must contact HCR without delay if:

- you are going to be late for work
- you can not report to work
- you are sick or injured on the job
- your job assignment involves hazardous working conditions
- your assignment involves operation of unguarded equipment or you have any questions or concerns about your job assignment and the tasks involved.

HCR Administration and Office Support

HCR maintains an open door policy for you to utilize if we can help you with any questions or concerns. Our offices have a 24 hour voice mail system so we can always receive messages from you, and we will always receive your calls during the day to assist you in any way that we can. Please don't hesitate to contact us if we can help you with your job assignment.

Payment System

HCR works on a direct deposit system where we will deposit your money straight into your bank account. We require a direct deposit form to be completed and returned to us. We will deposit the money into your bank account every Friday and mail you the pay stub that shows how many hours were paid and what the deductions were. The stub looks like a cheque but it will say 'void' on the cheque area.

If you don't give us the direct deposit information we need, we will mail your pay cheque. Once a pay cheque is mailed there is a six week window of time that we will wait before re-issuing a cheque, (should the pay cheque not arrive quickly). Please consider the direct deposit system.

Statutory Holiday Pay

Employees will be entitled to 8 paid holidays as follows:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

To be eligible, you must have worked 500 hours with HCR Personnel Solutions Inc. In addition, you must have worked at least 80 hours in the 4 weeks preceding the statutory holiday and have worked the scheduled day before, and the scheduled day after the holiday.

Vacation Pay

Vacation Pay is calculated at 4% of your gross earnings per week, and is added to each pay cheque, paid weekly.



Address and Telephone Number Changes

We may need to get in contact with you at any time throughout your job assignment, so it is important that you please keep HCR up to date with any changes in your mailing address or contact number.

Personal Protective Equipment

Protection of your personal safety is of the utmost importance to both HCR and Magna. Wearing personal protective equipment is a requirement in all divisions. The equipment will include, (but is not limited to) the following:

- 1. CSA Approved Safety Boots/Shoes** – You will be required to provide your own steel-toed safety boots or shoes, for every job assignment you receive.
- 2. Safety Glasses and Hearing Protection** – Magna divisions require safety glasses and hearing protection to be worn. HCR has safety glasses available for you to purchase or you may get your own. When you report to your assignment, you need to take your glasses with you.
- 3.** If the company gives you a ventilation mask, arm guards, gloves, mask, hair net or any other piece of equipment to be worn, please wear it as instructed.

All jewelry must be taken off before you begin your shift. Any rings, necklaces, watches or other items of jewelry could potentially cause an injury to you, damage the equipment you work on, or affect the quality of the parts that you are producing and therefore must be removed before you start your shift. If your hair is long, please put it up.

Human Rights In Employment

HCR will make every effort to ensure that each employee has the right to equal treatment with respect to their employment. To accomplish this, HCR will abide by the regulations set out by The Human Rights Code concerning Human Rights in Employment. The Code is intended to promote equal employment opportunity regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, handicap, age and family status.

Harassment

The Human Rights Code also ensures that employees have a right to be free from sexual harassment in the workplace. Harassment is defined by the Code as a comment or conduct that is known or ought to be known to be unwelcome. Harassment could be a course of comment or conduct consisting of words or actions that insult or cause humiliation to a person in relation to one of the above prohibited grounds. Examples of this type of this prohibited behaviour include unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal, written or physical behaviour of a sexual nature.

Sexual harassment is a major source of anxiety for many employees and can cause them severe problems with their health as well as threatening their jobs and future career plans.

As your employer we are committed to providing you with a work environment that is free from sexual harassment. Therefore HCR will maintain a zero tolerant policy concerning sexual harassment in the workplace.

Please remember that you do not have to put up with sexual harassment in the workplace. If you feel that you are the victim of sexual harassment in the workplace, inform the harasser. If the behaviour does not stop, please inform us at HCR.

Thank you for your interest in HCR.

We look forward to having you as a member of our team...



We always appreciate receiving referrals for potential new Employees at HCR. To show our appreciation, if you refer a friend, relative, neighbour or just an acquaintance to HCR, we will thank you by sending you a cheque for \$25.00*.

My name is _____

I was referred by _____

*Conditions of Referral Fee: The person being referred must bring this coupon to their initial interview at HCR. If this person becomes an employee of HCR and works a minimum of 80 hrs, then a cheque will be issued to the person that referred them to HCR at that time.

