

# CSIL Online Workbook

A Guide to Applying for and Managing

## **Choice in Supports for Independent Living**



## Appendices

**Glossary**  
**Documents**  
**Resources**

Prepared by BC Paraplegic Association  
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## Glossary

**Accrued expenses** are expenses that are not paid each month, but need to be saved for future months. For example, vacation pay for employees is usually not paid each pay day. It needs to be put aside each month so it's available when vacation pay is due to the employee.

**Approved expenditures** are items approved by the health authority as part of the client's funded CSIL care plan.

**Assessed hours** are the number of hours of home support care you require to meet your personal care needs. Your assessed hours are determined when you prepare your Supported Lifestyle Plan.

**Assessment** is an evaluation, conducted by a health authority professional, of an individual's overall health status, goals and capabilities, leading to a decision regarding the priority needs to be addressed, and supporting development of a care plan.

**Assistant** is the CSIL client's home support worker, sometimes called an attendant, care provider or service provider.

**Care plan** is an individualized plan to address a client's health needs that takes into consideration the client's abilities; physical, social and emotional needs; and cultural and spiritual preferences.

**Care provider** is the person or agency hired by the CSIL employer to provide home support services approved in the care plan.

**Case manager** is the health authority representative, who works with clients to determine eligibility, identify needs, develop a care plan, allocate care hours and provide information on other community resources that may be available to support the individual in their community.

**Client support group** is incorporated as a non-profit society under the B.C. Registrar of Companies, comprised of family and/or friends of a CSIL client, to manage the provision of home support services to the client.

**Community resources** are non-healthcare supports that may be available in a community to assist individuals with their social or emotional needs, physical activity, or personal services such as household maintenance, recreation, shopping and transportation, or advice and assistance with personal, financial or legal matters.

**CSIL agreement** is a legally binding contract between the health authority and the CSIL employer governing the terms and conditions of the funding.

**CSIL coordinator** is an employee of the health authority who coordinates the CSIL program.

**CSIL employer** is the client, client support group or representative receiving CSIL funding who is a party to the CSIL agreement to manage the client's home support services and approved funds.

**CSIL funds** are funds provided to the CSIL employer to pay for and administer the home support services authorized by the health authority.

**CSIL representative** is an individual designated as a representative for a CSIL client through a valid Representation Agreement and is acting as the CSIL Employer.

**CSIL services** are the authorized services and approved expenditures identified in the client's individual care plan and funded by the health authority.

**Deficit** is the amount that expenses are greater than income; the amount of overspending.

**Domestic assistant** is the term is used by Employment Standards BC to describe an employee who works and lives in her or his employer's residence, and provides home services.

**Employee guidelines** are a set of written guidelines that will establish the terms and conditions of employment between the CSIL employer and employee.

**Employment standards** are the minimum standards of employment for employers and employees in the workplace.

**Home support agency** helps to support a person's independence in their own home. Home Support Services are non-medical and can include meal preparation, assistance with bathing, and other household tasks.

**Monthly financial report** is the form that CSIL employers complete and return to the health authority each month to document CSIL spending.

**Phase I** of CSIL is for people who are able to manage their own CSIL funds and services.

**Phase II** of CSIL is for clients who cannot direct their own care or who cannot always direct their own care. They may still be able to participate in CSIL through a client support group or a CSIL representative.

**Reassessment** is a professional follow up or subsequent assessment to establish whether a change in the care plan and/or an alteration of health services is required.

**Remittance** are payments that employers are required to make on a regular basis—for example, to Canada Revenue Agency or WorkSafeBC.

**Safety maintenance activities** are identified through the care plan and focus on reducing, elimination or monitoring risk or potential risk to a client. As part of the authorized services, these activities may include clean-up, laundry of soiled bedding or clothing and meal preparation.

**Supported Lifestyle Plan** is the detailed day-to-day plan documenting the client's care "needs" and the amount of time these tasks require. It may also be referred to as a "care plan".

## Who's Who in Disability

### **BCPF BC Paraplegic Association**

The BC Paraplegic Foundation (BCPF) focuses on enhancing the lives of people with spinal cord injuries and other physical disabilities through its support of the BC Paraplegic Association.

[www.bcpara.org/About-BCPA/BC-Paraplegic-Foundation](http://www.bcpara.org/About-BCPA/BC-Paraplegic-Foundation)

### **BCPA BC Paraplegic Association**

The BC Paraplegic Association (BCPA) helps people with spinal cord injuries adjust, adapt and thrive by providing answers, information and community experiences. BCPA has two core services through which it serves the SCI community: Peer Support and Information Services.

[www.bcpara.org](http://www.bcpara.org)

### **CPA Canadian Paraplegic Association**

The Canadian Paraplegic Association (CPA) is the national federation of the independent provincial associations. Primarily focused on advocacy, the national office works to assist persons with spinal cord injuries and other physical disabilities to achieve independence, self-reliance and full community participation.

[www.canparaplegic.org](http://www.canparaplegic.org)

### **Bridges to the Future**

Bridges to the Future strives to inspire and facilitate youth of BC and the Yukon, who are living with physical disabilities, to be confident and independent in spirit by: initiating, building and maintaining positive relationships and a social network, and obtaining realistic education, employment and life skills training to result in community integration and participation.

[www.bridgestothefuture.ca](http://www.bridgestothefuture.ca)

### **MDC Muscular Dystrophy Canada**

MDC is committed to improving the quality of life for the tens of thousands of Canadians with neuromuscular disorders and funding leading research for the discovery of therapies and cures for neuromuscular disorders.

[www.muscle.ca](http://www.muscle.ca)

### **SBHABC Spinal Bifida & Hydrocephalus Association of BC**

SBHABC works to improve the quality of life of all individuals living with spinal bifida and/or hydrocephalus and their families through awareness, education and research.

[www.sbhabc.org](http://www.sbhabc.org)

## **RHI**

### **Rick Hansen Institute**

RHI works to minimize disability and maximize quality of life for people with spinal cord injuries. Its primary objectives are to:

- Reduce the incidence and severity of permanent paralysis resulting from spinal cord injury
- Increase restoration of physical function following spinal cord injury
- Reduce the incidence and severity of secondary complications associated with spinal cord injury
- Increase the level of satisfaction with quality of life and community participation among people with spinal cord injuries
- Ensure that customized responses to priority unmet needs are available to 100% of individuals with spinal cord injuries throughout their journey to full community participation
- Establish a world-class spinal cord injury registry and data management platform

[www.rickhansen.com](http://www.rickhansen.com)

## **RHF**

### **Rick Hansen Foundation**

The Rick Hansen Foundation brings together diverse communities comprised of researchers, service providers, and people with SCI, to accelerate improvements in the quality of life of people living with a spinal cord injury.

[www.rickhansen.com](http://www.rickhansen.com)

## **CPABC**

### **Cerebral Palsy Association of BC**

CPABC's goals are to raise awareness of Cerebral Palsy in communities across B.C. primarily through advocacy and networking, and to assist those living with Cerebral Palsy to reach their maximum potential.

[www.bccerebralpalsy.com](http://www.bccerebralpalsy.com)

## **ICORD**

### **International Collaboration On Repair Discoveries**

ICORD (International Collaboration On Repair Discoveries) is an interdisciplinary UBC research centre focused on spinal cord injury. This unique initiative brings together spinal cord injury researchers from the Sciences, Medicine, Surgery, Rehabilitation, Engineering, Education, and community-based Humanities research. ICORD is located within the Blusson Spinal Cord Centre (BSCC) on the site of Vancouver General Hospital and is thus also a part of Vancouver Coastal Health Research Institute (VCHRI). The BSCC includes ICORD, the multidisciplinary Brenda & David McLean Integrated Spine Clinic of VCH, and the Rick Hansen Institute (RHI). Together, this presents an exciting opportunity for partnership that spans basic and clinical research, clinical care, and knowledge translation.

[www.icord.org](http://www.icord.org)

**BCWSA**  
**British Columbia Wheelchair Sports Association**

BCWSA is a non-profit organization devoted to providing opportunities for athletes with physical disabilities. Since 1971, BCWSA has worked to provide access to quality programs for athletes with disabilities.

[www.bcwheelchairsports.com](http://www.bcwheelchairsports.com)

**NSS**  
**Neil Squire Society**

The Neil Squire Society develops innovative programs, services and some of the world's leading edge assistive technology for people with physical disabilities.

[www.neilsquire.ca](http://www.neilsquire.ca)

**The Disability Foundation**

The foundation provides opportunities for people with disabilities. It promotes the capabilities and talents of people with physical challenges, once barriers in the physical landscape have been overcome. It operates 6 independent activities including:

- The Tetra Society which recruits skilled volunteer engineers and technicians to create assistive devices for people with disabilities.
- The BCMOS or BC Mobility Opportunities Society which enriches the lives of people with significant disabilities through challenging wilderness recreation activities.
- The DSA or Disabled Sailing Association which enriches the lives of people with significant disabilities through leisure and competitive sailing.
- The Connectra Society which encourages and enables people with physical disabilities to contribute to their communities by fostering community support and establishing relationships that reward personally and financially.
- The VAMS or Vancouver Adapted Music Society which contributes to the rehabilitation of people with significant disabilities through involvement in musical activities.
- The DIGA or Disabled Independent Gardeners Association which encourages gardeners to share their passion for plants and flowers with people with disabilities.

[www.reachdisability.org](http://www.reachdisability.org)

**BCCPD**  
**The B.C Coalition of People with Disabilities**

BCCPD is a provincial, cross-disability advocacy organization with a mandate to raise public and political awareness of issues that concern their membership.

[www.bccpd.bc.ca](http://www.bccpd.bc.ca)

### **BCITS**

#### **The BC Association of Individualized technology and Supports for People with Disabilities**

The Provincial Respiratory Outreach Program (PROP) is dedicated to enabling people who need assisted ventilation to meet their respiratory needs while living in the community.

Technology for Independent Living (TIL) delivers and services electromechanical assistive devices to individuals with severe physical disabilities, for the purpose of independent living in the community.

[www.bcits.org](http://www.bcits.org)

### **ALS Society**

The mission of the ALS Society of BC is find the cause of and a cure for Amyotrophic Lateral Sclerosis. They are also committed to providing support to ALS patients, their families and caregivers.

[www.alsbc.ca](http://www.alsbc.ca)

### **BC Rehab Foundation**

The BC Rehab Foundation fundraises and allocates money to organizations that support people living with physical disabilities in BC, in the areas of education, research, arts, recreation and wellness programs.

[www.bcrehab.com](http://www.bcrehab.com)

### **VCP**

#### **Voice of the Cerebral Palsied**

VCP was formed to provide a continuum of services and programs necessary to assist individuals living with Cerebral Palsy in developing the skills and confidence to assume a productive and meaningful role in society.

[www.vcpgv.org](http://www.vcpgv.org)

### **PPASS**

#### **Post—Polio Awareness and Support Society**

The Post-Polio Awareness and Support Society of BC was formed to act as a network for those have had polio, are affected by post-polio and other interested parties.

[www.ppassbc.com](http://www.ppassbc.com)

### **SPARC**

#### **Social Planning and Research Council of BC**

SPARC conducts public education and research on key social issues including accessibility, community development and income security. SPARC also manages the parking permit program and hosts Access Awareness Day in BC.

[www.sparc.bc.ca](http://www.sparc.bc.ca)



### **MS Society**

The BC division of the MS Society of Canada has been supporting research into multiple sclerosis and providing services and programs to the more than 8,000 British Columbians affected by MS and their families since 1975.

[www.mssociety.ca](http://www.mssociety.ca)

### **Arthritis Society**

The Arthritis Society is committed to excellence and leadership in research, care, education and advocacy for people with arthritis.

[www.arthritis.ca](http://www.arthritis.ca)

### **Heart and Stroke Foundation**

The Heart and Stroke Foundation of BC and the Yukon is enabling research breakthroughs in science and technology and the development of innovative health promotion programs.

[www.heartandstroke.bc.ca](http://www.heartandstroke.bc.ca)

### **Brain**

Provides resources, advocacy and information regarding all forms of brain injury through a provincial network of support.

### **CNIB**

#### **Canadian Institute for the Blind**

The CNIB focuses on rehabilitation series, research, blindness prevention and public education.

[www.cnib.ca](http://www.cnib.ca)

### **WIDHH**

#### **Western Institute for the Deaf and Hard of Hearing**

WIDHH strives to offer high quality services to deaf, deafened and hard of hearing individuals through innovative products, series, and programs that help to promote accessibility equal to that of the hearing public.

[www.widhh.com](http://www.widhh.com)

### **BCWBS**

#### **BC Wheelchair Basketball Society**

BCWBS provides support to wheelchair basketball programs throughout British Columbia.

[www.bcwbs.ca](http://www.bcwbs.ca)

### **Kickstart**

Kickstart's mission is to produce and present works by artists with disabilities and to promote artistic excellence among artists with disabilities working in a variety of disciplines.

[www.kickstart-arts.ca](http://www.kickstart-arts.ca)

### **Whistler Adaptive Sports Program**

The Whistler Adaptive Sports Program is a not-for-profit society that provides year-around, recreational programs for people of all ages with disabilities. We are a centre for learning and sports excellence that has a local, regional, national and international clientele and encourage independence, self-confidence and self-motivation for all of our athletes and participants through outdoor recreation.

[www.whistleradaptive.com](http://www.whistleradaptive.com)

### **VASS**

#### **Vancouver Adaptive Snow Sports**

Vancouver Adaptive Snow Sports runs skiing and snowboarding programs for persons with a disability at Grouse, Seymour and Cypress Mountains. VASS makes the mountain experience accessible to all. VASS is a registered non-profit society, operated by a dedicated group of volunteers, which includes an active Board of Directors, program coordinators, instructors and administrators.

[www.vass.ca](http://www.vass.ca)

### **DSABC**

#### **Disabled Skiers Association**

The Disabled Skiers Association of BC is a registered Canadian Charity, working with hundreds of volunteers to provide opportunities for all persons with a disability to enjoy the freedom and therapeutic benefits of skiing and snowboarding.

[www.disabledskiingbc.com](http://www.disabledskiingbc.com)

### **BCWCRS**

#### **BC Wheelchair Race Series**

BCWCRS is a non-profit society specializing in wheelchair racing and hand cycling. The WC racing series was founded in 1995 as a developmental wheelchair racing program. BCWSA and the WC Race Series have worked together advocating on behalf of wheelchair racers in BC creating wheelchair divisions in many road races and track events around the province.

### **BC Disability Games**

BC Disability Games offers recreational and competitive sport opportunities and other Games related activities for people with a disability as part of the Canadian Sport for Life framework. Rewarding multi-sport Games experiences are provided through partnerships with disability-serving organizations, sport organizations, BC communities and other stakeholders.

[www.bcdisabilitygames.org](http://www.bcdisabilitygames.org)

### **BC Therapeutic Riding Association**

The B.C. Therapeutic Riding Association was formed in 1986, as the provincial organization for groups providing horseback riding as therapy for people with disabilities. We are a registered charitable organization, committed to improving the quality of life for young people and adults who have disabilities.

[www.vcn.bc.ca](http://www.vcn.bc.ca)

### **SportAbility**

SportAbility is committed to providing quality sport and recreation opportunities to athletes of all ages with physical disabilities.

[www.sportabilitybc.ca](http://www.sportabilitybc.ca)

### **BCBSRA BC Blind Sports and recreation Association**

The BCBSRA is dedicated to facilitating participation and encouraging skill achievement in all aspects of physical activity for British Columbians who are blind, visually impaired, deaf-blind, or who are blind/visually impaired and have additional disabilities.

[www.bcblindsports.bc.ca](http://www.bcblindsports.bc.ca)

### **People in Motion (Kamloops/Kelowna)**

People in Motion is a regional disability service group with a mandate to provide support and assistance, to the best of their ability, to any person with a disability, with a focus and expertise in those with a physical disability.

[www.people-in-motion.com](http://www.people-in-motion.com)

### **DRC Disability Resource Centres (North Shore, Richmond, Victoria, Cowichan)**

The DRC's promote the progressive process of persons with disabilities taking responsibility for the negotiation and management of personal and community resources. This mission is based upon the five principles that guide the operation of Independent Living Centers.

### **BC Centre for Ability**

This centre provides individualized therapy and support services to children and youth in their homes and communities, specialized community living series and comprehensive vocational and support services for adults, and promoting successful community participation for individuals with disabilities.

[www.centreforability.bc.ca](http://www.centreforability.bc.ca)

### **Regional Disabled Persons Association**

Located in Langley, the Regional Disabled Persons Association's goal is to encourage people with disabilities to become more visible and active within their community.

[www.vcn.bc.ca](http://www.vcn.bc.ca)

### **CDIA Canadian Disabled Individuals Association**

CDIA was founded on behalf of individuals with disabilities with the intent to create an inclusive, grass roots organization founded and driven by disabled individuals, free from obligation and bias as a result of politics or specific interests.

[www.disabledindividuals.ca](http://www.disabledindividuals.ca)

**BCANDS**

**BC Aboriginal Network on Disability Society**

BCANDS provides a variety of support services and resources to help aboriginal people with disabilities, and others associated with the disabled.

[www.bcands.bc.ca](http://www.bcands.bc.ca)

**PADS**

**Pacific Assistance Dogs Society**

PADS' mission is to raise and train dogs for people who are facing the daily challenges of life with a physical disability or who are deaf or hard-of-hearing, in order to provide a greater level of independence and enhanced quality of life.

[www.pads.ca](http://www.pads.ca)

## Key Resources

### **Association of CSIL Employers (ACE)**

<http://www.csilbc.com>

### **Canada Revenue Agency**

Main business page: <http://www.cra-arc.gc.ca/tx/bsnss/menu-eng.html>

Online payroll deductions calculator: <http://www.cra-arc.gc.ca/pdoc/>

### **Employment Standards Branch**

Information for domestics and employers:

<http://www.labour.gov.bc.ca/esb/domestics/>

Fact Sheets: <http://www.labour.gov.bc.ca/esb/facshts>

### **Human Resources and Social Development Canada – domestic live-in program**

[http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/lcpdir/lcpone.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/lcpdir/lcpone.shtml)

### **Ministry of Health, Home and Community Care Program – CSIL**

<http://www.health.gov.bc.ca/hcc/csil.html>

### **Ministry of Health, health authorities contact page**

<http://www.health.gov.bc.ca/socsec/contacts.html>

### **Nidus Personal Planning Resource Centre and Registry**

<http://www.rarc.ca>

### **Public Guardian and Trustee of BC**

<http://www.trustee.bc.ca/>

### **Support Worker Central**

<http://www.supportworkercentral.com>

### **WorkSafeBC**

<http://www2.worksafebc.com>

## Links to Forms

### **Client Rate Form (Financial Profile and Calculations Form)**

<https://www.health.gov.bc.ca/exforms/communitycare.html>

### **TD1 Form**

<http://www.cra-arc.gc.ca/E/pbg/tf/td1bc/README.html>

### **TD1 Worksheet**

<http://www.cra-arc.gc.ca/E/pbg/tf/td1bc-ws/README.html>

### **TD4 Form**

<http://www.cra-arc.gc.ca/E/pbg/tf/t4/README.html>

### **Employment Standards Branch Factsheet**

[http://www.labour.gov.bc.ca/esb/facshts/pdfs/where\\_to\\_start.pdf](http://www.labour.gov.bc.ca/esb/facshts/pdfs/where_to_start.pdf)

**Sample Monthly Payroll Deduction (more than one employee)**

<b>PAYROLL RECORD</b>	<b>FEBRUARY 2010</b>	
Claim code	1	1
Employees :	John	John
	<u>Doe 15</u>	<u>Doe 30</u>
Regular Hours	53.00	55.00
Overtime (actual hours worked x 1.5)	0.00	0.00
<u>Stat. holiday average hours</u>	<u>0.00</u>	<u>0.00</u>
TOTAL HOURS PAID	53.00	55.00
<u>PAY PER HOUR</u>	<u>\$17.00</u>	<u>\$17.00</u>
<b>TOTAL WAGES [A]</b>	<b>\$901.00</b>	<b>\$935.00</b>
<u>Vacation Pay Taken [B]</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>TOTAL EARNINGS [C]</b>	<b>\$901.00</b>	<b>\$935.00</b>
<b><u>LESS : EMPLOYEES DEDUCTIONS</u></b>		
CPP	\$37.38	\$39.06
EI	\$15.59	\$16.18
Federal tax	\$55.75	\$60.51
<u>B.C. tax</u>	<u>\$9.16</u>	<u>\$11.86</u>
TOTAL DEDUCTIONS	\$117.88	\$127.61
<b>NET WAGES PAID</b>	<b>\$783.12</b>	<b>\$807.39</b>
Cheque Number	# 2	# 3
<b>EI INSURABLE EARNINGS</b>	<b>\$901.00</b>	<b>\$935.00</b>
CPP Remittance (employee CPP x 2)	\$74.76	\$78.13
EI Remittance (employee EI x 2.4)	\$37.41	\$38.82
<u>Income Tax Remittance (Fed + B.C. tax)</u>	<u>\$64.91</u>	<u>\$72.37</u>
<b>PAYMENT TO CANADA REVENUE AGENCY</b>	<b>\$177.08</b>	<b>\$189.32</b>
<b><u>OTHER EXPENSES</u></b>		
Office supplies		
<b><u>ACCRUED EXPENSES</u></b>		
WCB(1.09% of Total Earnings [C] )	\$9.82	\$10.19
VACATION PAY (4% of Total Wages [A] )	\$36.04	\$37.40

## **Sample Employee Guidelines**

The employer = “I” or “me.”

The employee = “assistant” or “you”

### **You report to me**

When dealing with my family or friends, please do not feel that you are obligated to respond to their criticisms or commands. You are my employee.

### **Communication and respect**

If there is any problem concerning anything between us or with anyone you are dealing with on my behalf, we will both be sure to bring this to each other’s attention respectfully without being rude or abrupt. And wherever possible we will deal with it amongst ourselves, not in front of other people. Remember, how we interact in public reflects on both of us and especially on how I am perceived as an independent person and professional.

### **Tardiness**

It is unacceptable to be late for your shifts or when I have asked you to come back at a specific time.

### **Security**

When admitting visitors into the apartment, all room doors are to be closed. It is important that the security of my home be maintained at all times.

### **Confidentiality and gossip**

Any personal information you see or hear while you are working for me is confidential. Do not relay information to other housing cooperative residents, other staff members, my friends, my family, your friends, your family, your other employers, etc.

### **Liability of the employer**

The employer is liable for the actions of their assistant while they are working for the employer. Please behave yourself in public and act in accordance with your employer’s instructions.

### **Substance Use Policy**

No drinking or drugging while working.

### **If you are sick**

I prefer that you do not come to work if you are sick. Please try to inform me in advance if you can foresee any problems. If it is the last minute before you know you are feeling ill, please try to come in to get me up and find another person on my list to work.



### **Days off**

If you need a day off, please let me know at least three days in advance. Where possible, I will try to accommodate missed shifts by switching shifts between assistants so that one person does not lose a shift for that month but this cannot be guaranteed. Please do not feel you can switch shifts with another assistant without speaking to me first.

### **Tidiness**

If you use it put it back. Several small messes add up to give one very large mess. I want my home as clean as possible. Please take initiative to make sure that this is maintained.

### **Home phone use**

You are allowed to use the designated phone for personal calls. You are not allowed to make long distance calls. You can use the phone at times when you are not needed but as a courtesy, please ask for permission.

### **Your personal business**

Please take care of your personal business on days when you are not working. Please don't assume you will have time during your break, e.g., doctor's appointment.

### **Borrowing money**

You can borrow money from me (or vice versa) for meals or other small expenses until it is convenient for you to get money, e.g., from the bank, to a maximum of twenty dollars. It should be paid back within one week of borrowing it.

### **Employee's visitors**

You may not invite your visitors unless you have prior permission.

### **If I am working**

When I am working or talking to another individual, please do not interrupt unless necessary.

### **Don't just leave**

Always inform me where you are going: don't just disappear. E.g., if we are out and you need to use the washroom, just let me know where you are going.

### **Friends who need assistance**

Sometimes when I go to a friend's place I use their support staff and you may have some time off at these times. In turn, if a friend needs some assistance while we are together, it is expected that you will assist them as needed.

### **My personal van**

You may be required to drive my van. It must always be parked at the specified location exactly as it was found. The mileage sheet must always be completed in full on return. Sometimes you may drop me off at an appointment where I will be engaged for awhile and I may be able to give you some time off. At these times, you may use the van to go somewhere to spend your break, e.g., to the coffee shop or a friend's house, up to a return distance of 15 km. Any distance further than this will cost \$0.22 per kilometre. On occasion, you may request to borrow the van for your personal use and pay \$0.22 per kilometre. Do not take the van without permission.

## **Criminal Record Check Package**

### **1 | Sample letter for employee**

January 23, 2010

Dear Lillian:

As I discussed with you, a criminal record check is one of the requirements for my staff. Because staff work in my home and, in most cases, perform personal care for me, I may be in a vulnerable situation.

You need to agree to this check and to ask the police to do the check and send the results to me.

There are 2 forms enclosed for you to fill in: the Criminal Records Check Form and the Consent for Criminal Record Search. The other documents are for the police department.

Thank you for your understanding and for starting the criminal record check process.

Jason Lee

### **2 | Sample cover letter – for police department**

To: Vancouver Police Department

Re: Police Record Check (PRC)

To Whom it may concern:

I am considering hiring Lillian Wei as a personal assistant to deliver my home support services. These services take place in my home and involve household, as well as personal care tasks.

Before hiring, I wish to complete a Police Record Check (PRC) on Lillian. The PRC - Criminal Record Information and a Criminal Record Check must consist of any criminal convictions, outstanding charges, regardless of outcome, including those of stay of proceedings as well as those related to non-convictions.

I'm attaching the forms Lillian has signed consenting to the check. If you need any more information, please contact me at 604-888-8888.

I've also included a self-addressed stamped envelope to mail the results to me.

Thank you for your assistance.

Jason Lee

### 3 | Sample criminal records check form – for employee to complete

**Confidential**

Name \_\_\_\_\_

- 1. Are you bondable?  Yes  No
- 2. Has bonding ever been refused or cancelled?  Yes  No
- 3. Have you ever been convicted of a criminal offence for any of the following activities?
  - Fraud/theft (including shoplifting)  Yes  No
  - Criminal Driving Offence  Yes  No
  - Arson  Yes  No
  - Assault, including sexual  Yes  No
  - Homicide  Yes  No
  - Possession and/or trafficking in narcotics  Yes  No
- 4. Have you been convicted of any other criminal offence?  Yes  No

If yes, please specify \_\_\_\_\_

I hereby certify that the information provided above is true to the best of my knowledge. I hereby authorize the RCMP and the Municipal Police to release to the Employer any information they may have regarding my past criminal record. I understand that the Employer may conduct or require an investigation on any matters contained in this application and hereby authorize the Employer to do so. I further agree and understand that any false statement made in this application may cause me to forfeit any claims on my part to employment with this Employer

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **4 | Sample result of records check – for completion by police**

Results of records search is merely a record, or lack, of official contact with police agencies, not an affirmation of good character.

A search of (check the applicable database):

- The Canadian Police Information Centre (national)
- Local police

The given name and birthdate shows:

- No record
- A record exists on local index, a copy certified by the police agency is attached
- A Central Repository Record may exist but cannot be disclosed unless verified by fingerprint comparison
- Outstanding charges Criminal Code Section \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

### **Oath of Confidentiality**

- a. I agree that, as an employee of Jason Barker, I will respect the confidential nature of his occupation. Any observations and concerns will be shared only with those expressly authorized by Jason to deal with them. I will not discuss any personal or business-related information I hear with any outsiders unless I am authorized to do so.
- b. If my duties include any handling of other staff files or information, I agree to protect the privacy and confidentiality of that staff person's information.
- c. Upon termination of my employment, I shall deliver to Jason all documents, papers, plans and materials and other property of or relating to his affairs which are in my possession or under my control.

**Employee**

**Witness**

Name (please print) \_\_\_\_\_ Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date Signed \_\_\_\_\_ Date Signed \_\_\_\_\_