ONTARIO GREAT LAKES
HUMAN RESOURCES KETTLE PROGRAM
FACT SHEETS

The following contains Kettle Program Human Resources Fact Sheets created by the Ontario Great Lakes Human Resources Department.

We hope that this will be of assistance to you during the 2013 Kettle Program.

At any time, feel free to contact the Human Resources office at DHQ for assistance.

Primary Contact for Kettle Program:

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General Information

- 2013 Kettle Worker Payroll will be processed on a bi-weekly payroll schedule and **will** require the processing of a payroll submission spreadsheet (timesheet).
- 2013 Kettle Coordinator Payroll for those not currently employed with The Salvation Army will be processed on the regular bi-weekly payroll as either hourly time entry or salary auto-paid. If they are set-up as hourly time entry i.e. their hours vary from week to week it will be necessary to submit a payroll submission spreadsheet (timesheet) to payroll for processing for each bi-weekly pay period.
- **NOTE:** If you are considering hiring a current employee of The Salvation Army as a Kettle Worker or a Kettle Coordinator, please call DHQ HR staff. We need to ensure that we comply with hours of work guidelines, overtime pay, impact on group insurance benefits and RRSP contributions and reporting of hours.
- As prior approval is required to hire a Kettle Coordinator, each Ministry Unit must submit a To Be Determined (TBD) Employee Transaction Form (ETF) to Tamara Harry for processing through Personnel Changes.
- **Each participating Ministry Unit must provide Tamara Harry, DHQ HR, with the name, email address and position of the person who will be submitting the weekly Kettle Worker payroll by Friday, November 01, 2013.**
- **NOTE: HR HIRING PROCESS DEADLINE EACH WEEK: Tuesday 10:00 AM for ALL** Kettle Workers (please see sample below). Dates are subject to change due to Christmas Holidays but you will be notified in advance.

Paperwork Deadlines for Personnel Changes To DHQ

Rec'd at DHQ by 10 am	Personnel Changes Date	THQ Entry Cut-Off 10 am	Pay Date
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03-Dec-13	05-Dec-13		

10-Dec-13	12-Dec-13	17-Dec-13	26-Dec-13
17-Dec-13	19-Dec-13		
24-Dec-13	26-Dec-13	31-Dec-13	09-Jan-14
31-Dec-13	02-Jan-14		
04-Jan-14	09-Jan-14	14-Jan-14	23-Jan-14

- **Please ensure that Kettle Workers are made aware that should they work on December 22, 23 and 24 and/or require any payroll adjustments thereafter these will be paid in 2014 and as such will be reflected on their 2014 T4.**

- **When considering a Retired or Former Officer for either a Kettle Worker or Kettle Coordinator please consult with DHQ HR prior to moving beyond the application stage. DHQ HR must obtain Territorial approval to proceed with such a hire.**

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Criminal Police Investigation Check (CPIC)
Kettle Coordinators

- Every new or rehired external Kettle Coordinator **must** provide a Criminal Police Investigation Check (CPIC) with vulnerable sector screening.
- The CPIC **must** be carefully reviewed to determine if the candidate has satisfactorily met The Salvation Army hiring requirements.
- Contact DHQ HR should an applicant provide a CPIC that is not current and/or there is a criminal charge.
- DHQ HR can assist you with acquiring a CPIC for the Kettle Coordinators.
- DHQ HR has established an account with Informed Hiring and the cost to the Ministry Unit will be $44.00 per submission for a Detailed National Criminal & Vulnerable Sector Search.
- **The CPIC check with vulnerable sector screening must meet with The Salvation Army hiring qualifications. Please consult DHQ HR if there are any concerns before making an offer of employment.**

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INFORMED HIRING

- Each new hire or re-hire external candidate being considered for the position of Kettle Coordinator must provide a Criminal Police Investigation Check (CPIC) with vulnerable sector screening.
- The police service running the vulnerable sector searches has advised it will run searches only for qualified potential employees. To qualify, the individual must be in a position of **direct authority or trust** to a vulnerable person. A vulnerable person is defined as a child, elderly or handicapped person.
- Attached below is a copy of the Employee Relations Policies and Procedures Manual, Section 01: Recruitment & Selection, 1.8 – Criminal, Credit and Bonding Checks Policy.

Criminal-Credit &
Bonding Checks.pdf

- If a CPIC with vulnerable sector screening is not provided, the entire consent form is to be completed and submitted along with a copy of 2 pieces of ID.
- Both ID's must be clear, readable copies or there may be delays in processing your order as clearer copies will requested.
- **NOTE:** It may be necessary to photo-copy both the front and back of the ID should the signature be on the back of the ID.
- All documentation is forwarded to Carrie Davis via scan/email or fax for processing through Informed Hiring.

Criminal Reference
Checks Consent Form.

- The 'primary' piece of ID MUST be government issued photo ID. Informed Hiring is accepting either a Social Insurance Card (SIN) or Health card as secondary ID only.

- **Acceptable government issued photo identification:**

Driver's Licence	Government Employment Card
Military Employment Card	Age of Majority Card
Canadian Citizenship Card (up to date)	Indian Status Card
International Student Card	Passport (current or expired)
Permanent Resident Card	

- If a candidate has 2 pieces of photo ID it is better to use both of them.
- Please ensure that either an Officer, Manager or Executive Director views the 'primary ID' and signs off on the consent form.
- Cost for Detailed + Vulnerable Sector Screening = $44 plus applicable taxes, processing time 24 to 48 hours. Each submission will be processed through DHQ and then billed back to the Ministry Unit.

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EMPLOYMENT APPLICATION FORM

- Kettle Employment Application Form for all external new or rehire Kettle Workers or Kettle Coordinators.

Kettle Employment Application.doc

Salary Scale

The hourly rates of pay for Kettle Coordinators and Kettle Workers as per the 2012-2013 Salary Scale are as follows:

MU's in the Acton, Burlington, Georgetown, Oakville and Milton area are covered under the Capital Cities Salary Scale.

The hiring rate of pay must be at least the minimum of the Grade Wage Scale and no higher than the Mid-Rate of the Grade.

Kettle Coordinator	Minimum $13.97 to Mid-Rate $18.61 per hour	position grade 7
Kettle Worker	Minimum $10.44 to Mid-Rate $13.91 per hour	position grade 3+

All other MU's are covered under the Ontario Regional Salary Scale.

The hiring rate of pay must be at least the minimum of the Grade Wage Scale and no higher than the Mid-Rate of the Grade.

Kettle Coordinator	Minimum $11.64 to Mid-Rate $15.86 per hour	position grade 7
Kettle Worker	Minimum $10.34 to Mid-Rate $12.72 per hour	position grade 3+

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Hiring Process

- Internal Posting Template – Kettle Worker

Christmas Kettle
Worker _ Internal Job

- Internal Posting Template – Kettle Coordinator

Christmas Kettle
Coordinator _ Internal

- Each position is to be posted; if you would like either posted throughout the division or on lotus notes please forward the completed postings to Carrie Davis.
- Kettle Worker hires/rehires for 2013 will be processed by using the attached 2013 Kettle Program Work Sheets.

2013-Kettle Worker
Spreadsheet.xls

- **Please ensure that all fields are populated prior to submission to Tamara Harry for processing. If you know the employee numbers please include these on the spreadsheet.**
- **NOTE: The date of hire must be the first day actually worked.**
- Print the completed 2013 Kettle Worker Spreadsheet on legal size paper and sign, date and forward to Tamara Harry along with the hiring forms referenced on the New or Re-Hire Fact Sheet via scan/email or by fax, 519-433-0250. **Please also forward a copy of the completed EXCEL spreadsheet via email to Tamara Harry.**
- We will return the APPROVED spreadsheet to you. It will include the employee numbers for your reference.

- Current employees of The Salvation Army who may transfer into the Kettle Coordinator role, or a new hire or a rehire external Kettle Coordinator will require the preparation and submission of an Employee Transaction Form (ETF) to DHQ HR (Tamara Harry).

Employee Transaction Form.pdf

- It may be necessary to set-up a 2nd payroll rate for current employees of The Salvation Army to support this temporary change in position.
- It is critical that each ETF include the Accounting Centre PL3#, Division PL4#, Fund PL5# and the Department PL6# in the top right hand corner of each form.

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New or Rehire Forms

- Offer of employment letter – Kettle Worker

  lttr_OfferOfEmployme
  nt_Kettle Worker - 201

- Offer of employment letter – Kettle Coordinator **(see below)

  lttr_OfferOfEmployme
  nt_Kettle Coordinator -

- ****The CPIC check with vulnerable sector screening must meet with The Salvation Army hiring qualifications. Please consult DHQ HR if there are any concerns before making an offer of employment to the Kettle Coordinator.**
- Each new or rehire external Kettle Worker or Kettle Coordinator are required to complete and/or provide the following:
- 2013 TD1 Federal Tax Form

  TD1 Federal.pdf

- 2013 TD1 Ontario Tax Form

  TD1 ON.pdf

- Banking information i.e. a “VOID” cheque should be taped to the middle of an 81/2” x 11” piece of paper, photo-copy the page prior to faxing or scan/emailing the paperwork to DHQ HR for processing.

OR

- A Direct deposit form from a banking institution identifying that this is for payroll purposes; the form **must be signed, dated and any fields that require updating prior to submission** to Tamara Harry, DHQ HR, to avoid any delays.
- A photo-copy of the Social Insurance Card (SIN) is required.
- Should they wish to have their payroll statement emailed please have them complete the attached form.

Electronic Pay Advice
Waiver Form Jan 201

- Payroll statements will not be mailed, however they will be forwarded to the Ministry Unit for distribution should they not subscribe to the email service.

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IMPORTANT NOTICE

EFFECTIVE JANUARY 1, 2012
CHANGES TO THE CANADA PENSION PLAN (CPP)

WHO IS AFFECTED BY THE CHANGES?

1. Any employee who contributes to CPP, whether just starting working or those are planning to retire soon.

2. Employees between the ages of 60 and 70 and working while receiving CPP Retirement Pension (or those working outside of Quebec while receiving a QPP Retirement Pension)

WHAT ARE THE CHANGES?

1. Monthly CPP retirement pension will **increase** by a larger percentage if taken **after** age 65 (up to 42% at age 70 starting in 2013).

2. Monthly CPP retirement pension amount will **decrease** by a larger percentage if taken **before** age 65. This decrease will be based on the age an employee is at the time CPP benefits begin. Currently, is it 31.2% at age 60, but will gradually change over the next four years to a 36% reduction in 2016.

3. Employees under 65 who work while receiving CPP retirement pension, **will have** to make CPP contributions, which will increase Post Retirement Benefit (PRB), effective January 1 of the year following the PRB contribution. This additional benefit will be **added** to existing retirement benefit, gradually increasing retirement income.

4. Employees who are age 65 to 70 who work while receiving CPP retirement pension, can **choose** to make CPP contributions (which will increase the **PRB**) or choose to **opt out**. If an employee chooses not to contribute to the PRB they may later change this decision and start contributing however only **one** change can be made per calendar year.

NOTE: An employee who is between the age of 65 and 70 and wishes to stop CPP deductions must do the following: Complete the attached Election to Stop CPP Deductions form. The MU will submit this form along with the hiring paperwork to DHQ.

election to stop CPP deductions.pdf

5. Employees can begin to receive CPP Retirement Pension without any work interruption. This means that employees can choose to take CPP retirement pension as early as age 60 without having to stop working or reduce earnings.

For more information, visit http://www.servicecanada.gc.ca/eng/isp/pub/factsheets/postrtrben.shtml

2011 Changes to CPP.pdf

Updated August 15, 2013_PDF VERSION

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Payroll Submission

- THQ will prepare a timesheet for each MU contact (the person listed as being responsible for submitting the Kettle Worker timesheets on a bi-weekly basis).
- The timesheet will capture only those employees whose documentation has been submitted and processed to Tamara Harry, DHQ HR, as per the schedule below.
- **NOTE: HR HIRING PROCESS DEADLINE EACH WEEK: Tuesday 10:00 AM for ALL** Kettle Workers (please see sample below). Dates are subject to change due to Christmas Holidays but you will be notified in advance.

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- Your completed timesheet is to be emailed back to THQ payroll by Thursday Noon
- 2013 Payroll Calendar – Not prepared as of July 22, 2013 – This will be forwarded as soon as it is ready.

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Termination Process

Kettle Workers

- Please ensure that the employee numbers have been added to the original spreadsheet that you had prepared and submitted for the hires.
- Use this same spreadsheet to process their terminations.
- Enter the actual **LAST DAY WORKED** on the far right column of the spreadsheet.
- Print on legal size paper and sign, date and forward to Tamara Harry, DHQ HR, for processing via scan/email or by fax, 519-433-0250.
- **Please also forward a copy of the completed Excel spreadsheet via email to Tamara.**

Kettle Coordinators – New or Rehire

- For external hires/rehires, it will be critical to ensure that an Employee Separation Form (ESF) is prepared and forwarded to Tamara Harry two (2) weeks prior to the end of the Kettle Coordinators' temporary employment. Failure to do this can result in overpayment.

Employee Separation Form.pdf

- It is anticipated that their last day worked would have already been determined.
- For those who are current employees it will be important to complete an Employee Transaction Form (ETF) to update their employment status.

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Records of Employment

- The issuing of Records of Employment (ROE) are done electronically and sent directly to Service Canada.
- Where ROE's are sent electronically, the data contained therein enters Service Canada's system directly making it unnecessary for Employment Insurance applicants to provide Service Canada with a paper copy of the ROE.
- As a result of this change, THQ Payroll no longer provides paper copies of ROE's.
- Should an employee require a copy of their ROE they can visit the My Service Canada account page on Service Canada's Website. From this page they can view and or print copies of their ROE.
- If an employee doesn't have access to a computer in order to view or print off a copy of their ROE please let us know and we can provide a hard copy by mail to the employee.