

HIRING & PAYROLL FORMS for Submitting

NEW REPS

*Please include the Hiring/Payroll checklist form for 'NEW Reps' when submitting and check off where appropriate.

1) Seasonal In-Store Sales/Service Representative Work Agreement Contract

- All sections must be filled out and signed by both the Rep and Supervisor
- Commencement date needs to be the first day of actual employment
- If travel is required b/w stores, indicate on form & collect driver info requested.
- Important to include *all* stores they will be working at.

2) Job Description

- Must be signed by both the Rep and Supervisor (double sided) and ensure the rep receives a copy.

3) Employee Information Record/ 2016 Tax Forms

- All sections must be filled out on the Employee Information Record form
- Either a void cheque or deposit slip is required for direct deposit

4) Seasonal In-Store Service – Handbook

- Need top page signed & dated by rep and a copy retained for their file...ensure the rep receives a copy.

5) Orientation Checklist

- Once information is communicated, both Rep & Supervisor sign & date form

6) Job Specific Hazard Training – Safety Tips

- Please communicate to Rep, both Rep & Supervisor sign & date form
- ADDED: Sunglasses recommended to protect eyes from plant debris, working with Dracaena (spikes) & to reduce sun exposure.

7) Safe Handling Procedures for Racks – record of training (test)

- Once Rep has watched the video on the safe handling of racks, the test sheet needs to be completed, signed and dated by Rep & Supervisor.

8) Hazard Assessment Form for Merchandising Reps

- Please communicate to Rep, Rep signs & dates form

9) Worker Health & Safety Awareness in 4 Steps – On line training

- Information sheet included to explain access to website
- Once training is completed, print off proof of training certificate and submit

10) Accessibility Standard for Customer Service – Quiz completed & signed

- Training information on company website
- Complete Quiz sheet, sign & date

11) Access Forward & Ontario Human Rights Code Training – record of training (test)

- Complete modules listed below (watch video or read). Answer test sheet, sign & date.
- <http://www.accessforward.ca/> (do NOT do Transportation Standard)
- <http://www.ohrc.on.ca/en/learning/working-together-code-and-aoda>

12) Employment Standards Act in Ontario information sheet – give to rep

- We are now required to ensure each employee receives a copy of this when hired. We do not need to get them to sign it and retain, as long as they are given a copy.

13) Travel between stores – Vehicle Authorization Application form & copy of updated driver's license and vehicle insurance.

- Only need to fill this out if you are travelling between stores.

All forms must be submitted to Kim Edmands via fax (1-866-706-6881) prior to reps start date.

****Prior to sending in the payroll packages, please email me the names of your reps for the season (both new and returning). If you have not finished hiring everyone, just indicate that and email me later once you have. This way I know what packages to expect and for which Supervisor.**