

# WELCOME TO VERB!

*HR Orientation*

# WHO WE ARE

- VERB is a digital marketing agency whose head office is located in Downtown Halifax.
- The company started in 2004 out of Andy's father's garage, and has grown to be a company of over 200+ employees, remote and local.
- Let's take a look at the [organizational chart](#)



# HOURS

- Typically, hours of work are 9am-5pm.
- If you want to work different hours, please gain approval from your team lead.
- VERB offers flex time. That means if you have an appointment that you must attend during regular business hours, that's fine. However, the time must be made up and your team lead must be aware of your absence.
- Do not log “appointment time” in your time logs, these do not count as sick time.
- In the Halifax office, you are **not able to access the office after 10:00pm and before 6:00am**. Should you require access to the office outside of our regular business hours, please see Ian Miller for an alarm tutorial and code.



# EMPLOYEE INFO

- All confidential information within Hi-Bob is kept within HR – any information shared between Payroll and Management is relevant to your onboarding. I.e., banking details, laptop preferences.
- Certain sections on Hi-Bob are encouraged, but not mandatory, to complete. Such as, “About,” and “DEI.”
- If there is information that you would like to discuss with HR, we can arrange a private meeting.



# PAYROLL

- We are paid twice a month, on the 15th and last calendar day.
- If either of these days falls on a weekend, pay will be deposited the Friday before.
- Please fill out the Employee Set-Up Form and return it to HR ASAP.
- Our payroll provider is [Payworks](#). Once you receive your first pay, you will receive an email from Payworks describing how to use the employee self-service portal.





# LOGGING TIME

- We currently use Tempo (in Jira) to log time. If you don't have it already, you will have a JIRA 101 booked in your calendar.
- Time must be kept up to date. We use this time for reporting to our clients, so it's very important. Reminder emails will be sent about having it up to date. Please be mindful.
- You should log approximately 7.5 hours per day / 37.5 hours per week
- Lunch is typically 30 minutes and is not recorded in your time sheet. We are flexible as to when lunch is taken.



# COMMUNICATION

- We use Google Suite for email and calendar, and some document storage – Jira is also used for document storage and project management.
- Hi-Bob is where we store confidential employee files under a folder only accessible to HR.
- Slack is used to share internal news, to keep project groups informed, and for casual messaging.
- We hold townhalls monthly.

Please use the following template for your email signature:



**FIRSTNAME LASTNAME**

p: ###.###.#### m: ###.###.####  
1656 Barrington Street, 5<sup>th</sup> Floor  
Halifax, NS B3J 0C2  
Connect: [www.verbinteractive.com](http://www.verbinteractive.com)



# PASSWORDS & SECURITY

- Your default password is Verb7656! Please change this to something more secure and confidential.
- There is an alarm panel in the office, located on the wall when you get off of the elevator. The 4<sup>th</sup> floor alarm disarms the alarm for the 4<sup>th</sup> and 5<sup>th</sup> floor. Should you be the first or last one in the office, you will be required to disarm the alarm system. You will need an alarm code to do so, and the instructions are posted above the alarm.
- Lastpass is a password management tool that we use to securely store and share passwords for various sites and platforms. You will receive an invite in your email to access it.
- Should you require an alarm code, tutorial, or have any questions regarding passwords and security, please see Ian Miller, our IT Technician.





# WIFI

- The office WIFI is VERB or VERB 5GHz. PW: iel4ioVamee
- Set your phone to VERB Guest WIFI. PW: VeRb2016



# SICK TIME

- VERB does not have a standard number of sick days.
- If you are sick, stay home as to not infect others around you. However, these sick days are tracked by HR.
- If your sick time is becoming excessive or patterns are emerging (i.e., “John seems to be only sick on Fridays”), the unlimited privilege may be revoked, and sick time will be unpaid.
- If you are not coming to work because you are sick, simply submit a request on Hi-Bob.
- Please also remember to record sick time in your time sheet.



# VACATION

- Everyone is entitled to vacation time.
- To request time off, simply put in a vacation request through Hi-Bob. It will go to your manager first, then to HR for final approval.
- Vacation accrues as you work. For anyone who starts midway through the calendar year, your vacation amount will be pro-rated.
- Therefore, if you take the 7 days right away, (before they are all earned) and then leave VERB, you will be responsible for paying back the unearned portion.



# HOLIDAYS

We recognize the following Holidays in NS:

- New Year's Day
- Nova Scotia Heritage Day / Family Day
- Good Friday
- Victoria Day
- Canada Day
- Natal Day / BC Day
- Labour Day
- Remembrance Day
- Truth and Reconciliation Day
- Thanksgiving Day
- Christmas Day
- Truth and Reconciliation Day
- Remembrance Day

**\*VERB is closed between Christmas Day and New Year's Day with pay\***

- For your timesheet, you would record 7.5 hours to "Administration #7696: Holiday Time".





# HEALTH BENEFITS

VERB offers an outstanding medical/dental/optical plan through Canada Life. You will be eligible for these benefits at the 3-month mark. There are 3 main parts to the plan.

- **Medical** (Prescriptions @90%, Paramedical @\$300/service, etc.).
- **Dental** (Covered @80%, all but Orthodontic).
- **Optical** (Glasses, testing, etc. outlined in CL booklet).

How the premium works ...

- VERB pays for 100% of single premium of medical/dental/optical for employees.
- If you want to add dependents, VERB will pay 50% of the difference between the single and family premium and the employee will be responsible for the other 50%. These amounts change every year depending on the renewal rates.
- Participation in the Short-Term Disability, Long-Term Disability, Life Insurance and Accidental Death and Dismemberment is mandatory for all VERB employees. These premiums are 100% the responsibility of the employee.





# HEALTH BENEFITS CONT'D ...

## Health Solutions Plus (HSP:

- **Health Care Spending Account (HCSA)** This is a separate card from the medical/dental/optical. **It comes with a \$500 limit (unless you join the plan after July 1st, then it has a \$250 limit until the following Jan), which re-sets every January.** This portion is used to cover medical expenses that are not covered by the plan. For instance, dental is covered 80%. Just give this card to your dentist to pay the additional 20%.
- **Healthy Living Account:** This is a separate amount of \$400 (**\$200 for everyone after July 1st, until January), which re-sets every year.** This portion can be used for exercise equipment, sports equipment, spa/wellness retreats, vitamins, etc.
- **Consult+** (An app that provides 24/7 access to medical professionals).
- You will receive an email this week from CL to enroll.



# EMPLOYEE & FAMILY ASSISTANCE

- Our Employee and Family Assistance Plan (EAP) program is offered through Lifeworks.
- This is a plan designed to assist team members and their families with everyday concerns. For instance, if you want to start an exercise program, just call and they will help. If you want nutrition advice, they can help with that, too. There is also a website that you will have access to that provides a plethora of information. Please take full advantage. There is something there for everyone.



# NOT MYSELF TODAY

- VERB has enrolled in the Canadian Mental Health Association's workplace mental health initiative, *Not Myself Today*.
- Just like our physical health, mental health is something we need to nurture, develop, and care for. The more we discuss it, the more top-of-mind it will become and normal it will feel to talk about.
- Since our jobs play a significant part of our lives, we want to make sure that this workplace is a safe space where everyone feels comfortable talking openly, without judgement, and can seek any support they may need.
- Access your completely **confidential** dashboard that provides you with ways to track how you're feeling, find resources, and more.
- To begin, visit <https://www.notmyselftoday.ca/create-account> and use this access code: **LYXGEM**





# RRSP PROGRAM

- To assist you in savings for retirement VERB offers a company matching RRSP program through CL.
- This is a voluntary program and employees are eligible to participate after 3 months of continuous employment.
- Employees can contribute on a regular basis up to a % of earnings (basic salary excluding overtime and bonuses).
- Additional voluntary contributions and transfers are permitted.
- VERB will match 100% of employees' regular contributions to a maximum of 2%.
- Regular contributions are made through payroll deductions.
- There is a 2-year vesting period from the date you enroll in the plan.
- To enroll, please visit [www.grsaccess.com](http://www.grsaccess.com) and sign-in using the guest access information provided in your benefits booklet.



# RRSP PROGRAM (CONT...)

You must complete enrollment in both the RRSP and DPSP to receive employer matching.

VERB

Enrolment  
*express*

THE  
Great-West Life

ASSURANCE COMPANY

Français

Contact us

Close

Get started on your future today.

Your group retirement or savings plan will help you save for your retirement, with access to tips and tools along the way.

Get started

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Get started

Your retirement or savings plan enrolment

Enrolling in your plan is an easy but important step towards having a successful savings or retirement goal. Do this for yourself – because your participation and choices make a difference.

The Access ID and password you create will give you online access to your account.

**Note:** If you aren't living or employed in Canada, contact your plan sponsor for enrolment information.

About your group plan

Getting started. Without ...

Plan types

Tips & tools

VERB INTERACTIVE

Select the plan you're enrolling in. You may not be eligible for all plan(s). If you're unsure, contact your plan sponsor.

Plan name	Status
DEFERRED PROFIT SHARING PLAN	Enrol now
REGISTERED RETIREMENT SAVINGS PLAN Personal: You're the owner/applicant and contributor to the plan.	Enrol now
REGISTERED RETIREMENT SAVINGS PLAN Spousal RRSP: your spouse/common-law partner is the owner and you're the contributor	To enrol in this plan, your spouse/common-law partner must complete and submit the following form: <a href="#">Application form (PDF)</a>

"You" means:

- For a retirement savings plan, the applicant/annuitant (the annuitant is the owner and is so defined under the Income Tax Act)



# RRSP PROGRAM (CONT...)

There are 3 investment options for employees to choose from:

## 1. **Express: BlackRock LifePath Index Funds**

- A diversified portfolio managed by professionals who rebalance your investments over time.
- Helps simplify your retirement investing decisions.
- Aligned with each stage of your life as you approach retirement.
- Easy to use.

## 2. **Assisted: CI Target Risk Funds**

- What type of investor are you? (Investment personality questionnaire).
- Five investor categories ranging from conservative to aggressive.
- Strategic asset mix of target risk asset allocation funds (equities versus fixed income).

## 3. **Building your own portfolio**

- Complete the Investment Personality Questionnaire and match your final total to the corresponding investment personality type.
- Use the provided suggested asset mix to build an appropriately diversified portfolio.



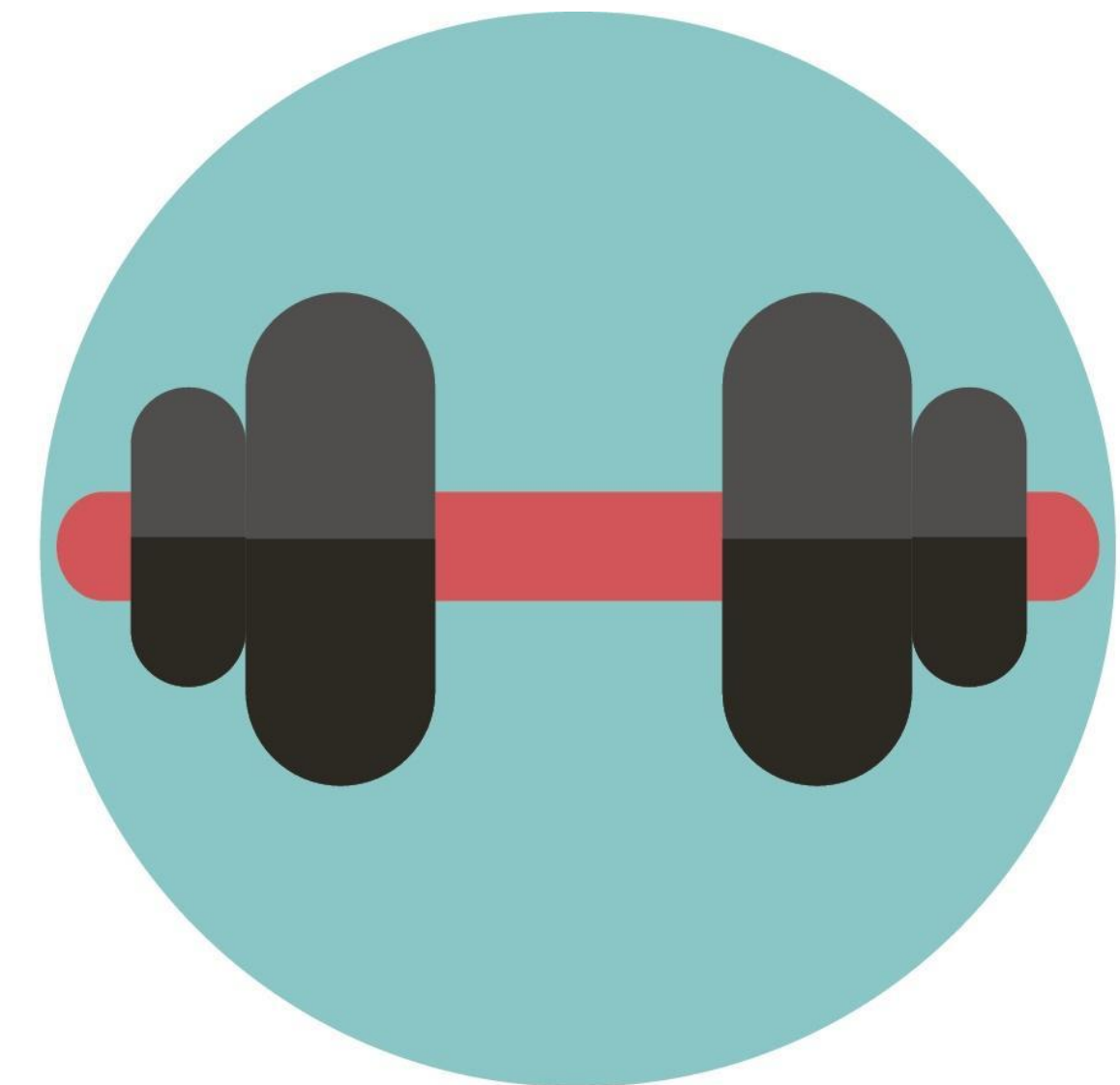
# EMPLOYEE PERKS

We know our employees work hard to do the impossible, so we offer great perks as our way to say thank you!

Some examples include:

- SmartPass (discounted transit passes)
- GoodLife Corporate Membership Discount
- Communal tea, coffee, and snacks
- Cider and craft beer kegs on the 4<sup>th</sup> floor
- Pizza Friday the last Friday of every month
- Employee Travel Credit (up to \$750 per year)
- Employee Referral Program (\$500 bonus **IF** referral is hired and remains after probationary period).
- Telus Exclusive Partner Program
- VERB-funded sports teams (Go VERB Fireballs!)
- Parties and events throughout the year

If you have any questions or if there is a perk that is not currently available that you'd like to see, please speak to HR



# SAFETY

There are 2 First Aid kits in the office:

- 4<sup>th</sup> floor – On top of the right fridge in the kitchen
- 5<sup>th</sup> floor – Beside the printer by Andy's office

Our emergency exit is:

- The main stairwell by the elevator
- Fire extinguishers can be found by the stairwell & kitchens
- If you have any questions regarding safety or would like to join our JOHSC, please feel free to reach out to HR



# TRAINING & DEVELOPMENT

- We encourage continuous learning and skill enhancement through mentorship opportunities, conferences, and courses.
- Performance reviews are held following the 3-month probationary period and then annually following the anniversary date and are an opportunity to formalize goals for the upcoming year and to assess performance to date
- One Month Onboarding Survey
- Communication is key and it goes both ways – you should get regular feedback from your manager and if there are training opportunities that you’re interested in, just ask.
- We have a broad range of pre-paid training resources available online. For access go into “Lastpass” and then the “shared services” folder.



[Masterclass](#)

[Egghead](#)

[Treehouse](#)



# RECOGNITION

- Kudos is our internal recognition platform! It is an outlet for employees to recognize and share a “Thank You!” or “Good Job!” with co-workers. You will receive a notification to complete your profile in Kudos within your first few days. Kudos is a points-based system where you can redeem points for gift cards of your choice. Some popular local ones are for Stillwell and our lovely downstairs neighbors, Weird Harbour.
- We give out an Employee of the Month award at Townhalls. This is a \$1000 bonus AND an engraved VERBIE trophy.





# PEOPLE TO GO TO:

Your supervisor/team lead should be able to answer most of your questions, but we are all here and available to help. If you have general questions or concerns and aren't sure who to speak to, here are some key people:

- For HR, Policy, or Safety: [Natalie Hines](#) , HR Coordinator
- For Payroll, [Nicole Peterson](#).
- For IT, Passwords, or Security: [Ian Miller](#), IT Technician



# Hi-Bob Tutorial

Now that you know our processes, let's take a look at how you can use Bob:

<https://app.hibob.com/home>



# QUESTIONS?

*Thank You!*