



Gould Lake Outdoor Centre

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New Staff Package

Welcome to Gould Lake!

This package is intended to supply you with all the info you need to get prepared for working at the Gould Lake Outdoor Centre. Portions of this document may not be useful until a later date, so please keep it in a safe place.

Contact Information

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K0H 2L0
Office Phone: 613-372-1442
Office Fax: 613-372-1902
Office Email: outed@limestone.on.ca
GL Web: www.gouldlake.ca

Our office is located in the portable at Harrowsmith Public School. Maps to our office, to the outdoor centre and to our bus pickup location are on the website under "Contact Us".

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Outdoor Education Coordinator
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Staff Database

The staff database is our best way for you and I to stay on the same page. I ask that you keep your information up-to-date and I will endeavour to keep your work information up-to-date. If anything needs changing that you can't change, let me know ASAP. I'll quickly outline the sections to avoid confusion and repeat questions.

Login and Password

Your login and password will be sent to you in a separate email.

Please change your password as soon as you first login.

If you forget your password, just drop me an email, I will reset it for you.

Staff Profile

Please keep your profile updated as best you can. Although I do try to avoid it, I will send the odd mass email to keep people up-to-date and I use the email listed in the database. In addition, all staff med forms for the summer are generated from the database.

Certs and Experience

This section allows GL to track your wages, certs and experience so that you get paid the proper amount and you also can keep a digital copy of your cert cards (super important for those people like me who lose them the day after I get them).

You must upload a photo of the cert so we can verify it. Although I trust each and everyone one of you, the cert police require documentation.

Work Calendar

Be sure this is accurate. Your wages are generated from this calendar.

Payroll

Be sure this is accurate too. You'll notice this also has the dates where money goes into your bank account – this is important to track.

Contract

Contracts are due May 1st.

Please take your time filling out the paperwork, if you have questions, just drop me a line.

- ☐ The **contract** portion needs to be printed, read, signed and returned for me to sign.
- ☐ The **offence declaration** is not needed for new staff. Instead, you must submit a CPIC. Go to <http://www.police.kingston.on.ca/> to order a background check. You'll then need to pick it up at the police station.
- ☐ The New **Employee Information Form** is payroll information and requires a blank check attached. If you don't have a blank check, a form from your bank with direct deposit information is required. Bank statements or written account information is not sufficient. Please return the form and cheque to me and I will get it to the appropriate person.
- ☐ The two tax forms are required if you want anything other than the basic amount taken off of your taxes.

Logout

Please ensure you logout.

Limestone District School Board

Payroll

You are now an employee of the Limestone District School Board. All payroll is done through our board office, that's why the paperwork needs to be done in a certain way.

Except for the first paystub you receive, all payroll is done electronically. The first pay stub will be a hard copy and will also contain details regarding the Firstclass email system and a password to access your electronic paystubs and T4 (T4s may not be sent electronically for 2013). I would keep that hardcopy paystub with this letter in a special spot.

The pay schedule (which is outlined in your contract) follows a 2-week schedule, however it is a little confusing as it is payment for the pay period ending 2 weeks prior. Even saying it is confusing. Long story short, look at the bottom right hand corner to see what pay period you are getting paid for and make sure that the number of work days is correct. Let me know as soon as you can if there is an error.

For our staff training, we usually have staff pay for courses through payroll, instead of having to pay for courses up front. I will look at your summer schedule and deduct course costs evenly across the summer. If you would rather pay upfront, that is ok too.

Firstclass

Firstclass is the email system that Limestone DSB uses. You will be given an account, as this is where your electronic paystubs will be sent.

If you would like to use Firstclass for email and communications, by all means, that's what it is there for. Please use it appropriately.

Your Responsibilities

Attached with this letter, you will find documents titled "Summer Field Staff Policies" and "Gould Lake Standards and Practices".

The "Summer Field Staff Policies" document is essentially all the policies that you are required to follow while working with our programs. I will be going over these with you in detail (as I do with all staff each year) during staff training or before your first trip. When signing your contract, these are the policies you are agreeing to abide by, please read them carefully. Please ask if you have any questions.

The Gould Lake Standards and Practices is a document that was written a number of summer ago to help outline how Gould Lake does...well...things (for lack of a better word). These are not hard and fast rules, but a guideline and 'minimum' standard that you should meet. If you'd like to be safer, cleaner, more pedagogically sound, by all means do so and please help us to become a better program by sharing ideas and giving honest and constructive feedback whenever appropriate.

You will get a copy of both these documents in your staff manual, so please only print if necessary.