# Agenda:

## Review System Requirements

**Absences**

1. What holidays are observed by region and on which days? (Do these follow provincial standards?)

Mostly provincial standard save for civic holiday which we all have off despite it not being a statutory holiday. \*Sending current spreadsheets for TOR and VAN Vacation tracking. Pw is BLTGuinness



Warning, reason for why they’re going over -> manager will have to approve (a) vacation allowed (b) approve the extra vacation without/without pay (c) notify Sayed

1. What are the specifics of the absence policy? i.e. – See attached vacation spreadsheets
   1. Vacation days are allocated for the year (pro-rated for employees who start mid-way through)
   2. Three personal emergency leave are available for each full-time salaried employee, personal emergency leave percentage for each hourly employee
2. Who will be the managers?
   1. BLT upper management (Mark, Colin, Dave, John etc.)?

Different managers for each role

TOR

1. John Jung – PC, PM, Directors, me
2. Mark Watts? – VP
3. Dave Barrow – Site Staff (SS, Foremen, Carpenter, Labourer)
4. Colin Meharchand – Accounting staff

VAN

1. Colin P for all

**Performance Reviews – Let’s discuss with John together**

1. What form will be used for the performance reviews?
   1. Two for individual to submit self-review, two weeks for manager to submit review, date of the meeting
   2. Schedule meeting with John week of the 2nd
2. Do employees complete a self-evaluation to submit to their managers?
3. Who will be the managers?
   1. Different from absence manager
   2. BLT upper management (Mark, Colin, Dave, John etc.)?
      1. Ask John

**Certifications**

1. Which employee groups require which certifications?
   1. I can only speak to Ontario regs. Colin P’s girlfriend is a Safety Officer so perhaps Colin can get us an answer for what is required in BC.
      1. Colin P is central person for this
   2. For Toronto:
      1. All Staff
         1. WHMIS – expires annually
         2. Health and Safety Awareness – never expires and available online for free here: <https://www.labour.gov.on.ca/english/hs/elearn/supervisor/index.php>
      2. All Site Staff – everything above as well as:
         1. Working at Heights – expires every 3 years
         2. First Aid – expires every 3 years
      3. Site Superintendents – Everything above as well as:
         1. Basics of Site Supervision
      4. Additional training – this is training that site staff are recommended to have and may be required for some tasks.
         1. Aerial Lift
         2. Propane Safety
         3. Forklift

See attached spreadsheet of our current training matrix



1. Centralized person for approval
   1. Sayed

**Onboarding New Employees**

1. What training materials are considered “general company information” for all new employees
   1. **All Employees**
      1. **Complete employee info form**
      2. **Employee Handbook – sign off page at back (\*ON and BC specific)**
      3. **BLT Safety Program – Watch video and complete checklist (ON and BC specific)**
      4. **Smart Receipts Manual – to be revised**
      5. **How to make an absence request – to be created**
      6. **Benefits plan**
      7. **Company Directory – might be a good idea**
      8. **Expense forms**
2. What training materials are considered “employee group specific information” for all new employees
   1. **Site Super**
      1. **Procore - Site Superintendent Certification**
      2. **Exaktime manual**
   2. **Carpenter**
      1. **Exaktime manual**
   3. **PM/PC**
      1. **Procore – Associate**
      2. **Project Policies and Procedures – TBD (we should create one based on what John had created in the past)**
         1. **Ask John**

[Actions Items]

1. John – Performance Reviews
2. Colin – Safety Certs in Van
3. Vince – Follow-up for any onboarding documents