



## Staff policies

### Professional Etiquette

Staff must remember they are not hatchery workers, but employees of Fuerste Vaccinations, our continued contracts depend on professionalism. All efforts should be made to look and present as professional workers, keep the boot room tidy, minimize foul language, and keep behaviour appropriate toward hatchery staff.

Staff may use individual music devices with one ear bud in at a time.

If any crew member has difficulties with hatchery staff, please bring concerns forward to Heidi or Chris. If hatchery staff wish to voice any concerns, please direct them to Heidi or Chris, or the crew leader.

As a bio-security measure, all clothing and person must be washed between shifts. Ideally clothing is not worn at more than one hatchery. Please care for the boots and raingear as these items are very expensive to replace.

Crew members may not come to work under the influence of any substance which may impair their safety, other crew member's safety or their job performance. Substances may include prescription drugs as prescribed by a physician. Crew members will be asked to leave the worksite if there are any concerns and immediate termination may follow.

Remember the fish we work with are living animals and must be treated with respect. There is no tolerance for playing with the fish, animal cruelty or rough handling. It is because of these fish we all have our jobs and they must be treated with kindness and care. If management has any concerns in regards to the above, the staff member may be subject to immediate termination.

Please minimize the amount of site to site gossip. For example: Comparison of daily targets, culls, fish quality etc. should not be shared while we are at the hatchery sites. It is important to remember that the companies we work for are in direct competition with each other. Along with bio-security and not spreading disease and illness we must be careful to not spread information between companies.

### PPE

All crew members must wear a Turtle Glove on their pickup hand to minimize the occurrence of a self injection and poke/scrape. A worker may not be at the table without this piece of safety equipment. The turtle glove is to be covered with a nitrile glove to protect the fish smolts.

## Staff Policies

### MSDS and Staff information

All of the MSDS (Material Safety Data Sheets) are kept at the hatcheries and can be reviewed by yourself on the Fuerste vaccination website employee pages. Within those pages you will also find policies, a schedule and many more pieces of information. It is suggested you review these pages before the start of season and periodically throughout the season.

### Crew Vehicles

In most cases Fuerste Vaccination Services will provide crew vehicles to help transport staff from town to a site etc. You are not required to travel in them; you are welcome to travel in your own vehicle to and from the sites. It is the feeling of FVS that riding in the crew vehicles is a perk as it will save your own vehicle on wear and tear and save the costs of gas, and thus travel time is not paid.

Please note these are not your personal vehicles and there is very low tolerance for garbage and personal items left in the vehicles. The vehicles are to be driven in a responsible manner and safe manner. The lives of your co-workers depend on it. Alcohol, drugs or cigarettes are not to be consumed in the vehicles.

Please share driving responsibilities, it is nice for the driver if at least one person stays awake during the ride. Please note: the driver is required to follow the rules of the road at all times and even these must be adjusted to safe driving conditions in poor weather. If you do not feel safe with a particular driver - please speak up and offer to drive yourself and express your concerns in an appropriate manner. You may also feel free to bring up the situation to a manager.

Please inform Chris if you notice a warning light come on or other issue and concerns with the vehicles right away. We want to keep everyone safe and comfortable.

A dash camera has been installed into each crew vehicle for insurance reasons, safety, and driver's protection. This camera will turn on and off automatically with operation of the vehicle. Tampering with the camera or recording the crew may result in immediate termination.

Vehicles are not to be used other than travel to and from work sites. No personal errands, use your own vehicles. Driver's Abstracts are required to be submitted at the beginning of employment and each season.

### Injuries

Please report all injuries including a needle poke - it doesn't matter how minor - to a crew leader, to Heidi, Chris and to the hatchery manager. Fuerste Vaccination Medical forms must be completed, (not the hatchery forms) they will be kept by the First Aid kit. If you wait to fill in the correct form, it may void a Worksafe BC claim. You must disclose an injury to a crew leader or Chris or Heidi before going to the hospital. 'Surprise' WSBC claims will be objected to. It is recommended that a needle stick by either the IP needle or the IM needle should be followed up with a visit to a clinic to receive further in depth cleaning. As a follow up it is recommended to receive a course of antibiotics as the water we work with is dirty with bacteria.

**Self Injection or suspected self injection must be reported as these warrant immediate medical attention. The staff member, a driver, and an attendant will take the Epi-Pen and proceed immediately to the Emergency room clinic. MSDS information is located in the vehicles.**

# Staff policies

## Time sheets and Pay period

Staff will sign in and out of each shift and on breaks on a time card which will be tallied and forwarded to this office at the end of every week. The Crew leader will be responsible for ensuring that everyone has filled in their hours and will confirm the hours are correct. The Crew leader will be responsible for submitting the timesheet.

Pay period is bi-weekly on Fridays, the cut off day is the Sunday before. As payroll is direct deposit, please inform Heidi if you change your bank accounts.

Please remain flexible in work hours and work days. Ideally we will only be working a regular shift, but the fish take priority and we may need to work longer hours. Please do not assume you will be off work the same time each day. Make sure to schedule evening appointments later in the day to allow lots of time.

Overtime hours are as anytime over 8 hours per day or 40 hours per week and is based on 1 ½. After 12 hours this changes to 2 times the base rate. Stat Hours are not included in overtime but are paid at straight time. At a live in site: daily rates are at straight time regardless of the amount of hours worked. Overtime at 1 ½ rate begins after 40 hours per week. Travel time is not paid.

If you elect to take equipment home to clean and disinfect on the weekends, this is only paid at straight time and does not count towards Stat holiday eligibility.

## Breaks

After 5 hours of continuous work, staff is entitled to a half hour unpaid lunch. If the crew decides to skip the half hour break in favour of leaving earlier, then the half hour lunch period would not be subtracted from their total hours for the day. Although not required by labour relations we do add two 15 minute paid coffee breaks, usually one in the morning and one in the afternoon of a 7 or 8 hour day. These breaks are meant to help alleviate fatigue and repetitive strain. These breaks must be kept to 15 minutes including removal and donning of gear.

Stretch pauses should occur at the crew leader's discretion, but not less than once every two hours. These pauses are meant to help alleviate fatigue and strain, they should be no longer than 1 minute. They are not coffee breaks, people should be stretching not going to pick up more vaccine or other tasks.

Smoking - is to be done in designated areas only, proper disposal and hygiene is requested out of respect to the hatchery and fellow crew mates. E-Cigarettes are considered the same as Tabaco cigarettes, as such, the same rules apply. Smoke breaks are to occur only at schedule coffee breaks and lunch breaks.

## Equipment

Broken or malfunctioning guns need to be bagged in a ziplock baggie with a short explanation of the problem, and put into the appropriate spot. If you do not know what is immediately wrong with your gun, do not take the time to trouble shoot. Please take a new gun and re-calibrate. Please do not leave the table to fix your gun during the shift, this slows down the vaccinating process.

Guns need to be washed in warm soapy water at the end of every shift.

If you notice supplies getting low, please let Heidi or Chris know before they come to the hatchery for the day.

## Staff policies

### Rate of Pay and Benefits

The first year of employment rate of pay is 16.00 per hour. Each subsequent year the employee return as a vaccinator the rate of pay will increase by .25 with a cap at 18.00. Crew Leaders will receive a 1% rate increase yearly with no cap. There is a benefit package for long term employees at the 5 year point. Crew Leaders are also eligible for a benefits package regardless of years with FVS.

### Attendance

If a staff member is ill and not able to attend work, as much notice as possible will be given. A phone call will be made to Heidi, ideally the night before (250-337-5158, 250-898-1260). **A text message is not acceptable, nor is an email.** She will try and arrange for on-call staff to attend. Please do not come to work if you are sick, as germs will spread and the entire crew will be affected.

This position is dependent on punctuality and dependability; therefore, no shows for shifts will not be tolerated. After your 3 month probation disciplinary action is two verbal warnings and then one written warning, termination is the next step.

If crew members are car-pooling - please respect the meeting time and do not hold up the car pool. The crew vehicles will only wait 10 minutes. If you are not going to be taking the car pool that day - it is your responsibility to connect with another crew member so your fellow crew mates do not worry and hold up the vehicle.

If an employee requests time off this must be in an email to Heidi, CC'd to Kim. Days off will be given if possible however production must take precedence. Generally there will be time off every few weeks, please schedule your appointments according to the work schedule.

### **Any concerns or non-compliance with the above policies may result in immediate termination.**

*This a seasonal position and thus all positions will end at the close of season.*

*Currant staff members **may** be given priority rehire for the next season, and encouraged to stay in contact with Fuerste Vaccinations. Layoffs may not occur in a 'last hired, first fired' manner, rather, decisions will be based on a variety of factors including qualifications and suitability to position.*

fuerstevaccinations.com

User Name: fvs

Password: fish