



BULLETIN for Family Health Teams

May 2, 2007

COMPREHENSIVE OPERATIONAL SERVICES AVAILABLE

As Family Health Teams across Ontario become increasingly operational, the dedicated members of Miller Thomson LLP's Health Industry Group continue to address their needs. In this regard, we are pleased to announce our latest fixed-fee offering for Family Health Teams.

NEW OFFERING: HUMAN RESOURCES MANUAL

It is important to note that in order to be eligible for special coverage such as Employment Protection Liability Insurance, FHTs will require an employee and management handbook to be in place. We are pleased to offer all FHTs a **Comprehensive Human Resources Manual for Employees and Management** that would include:

- Business start-up guidelines and practices such as how to register with the Workplace Safety and Insurance Board and complying with payroll practices, deductions and remittances
- Hiring procedures and practices to ensure compliance with the *Human Rights Code* such as advertising, application, and interview protocols as well as drafting of written employment contracts
- Criminal record search procedures
- Occupational Health and Safety programs, policies and procedures
- Performance and salary evaluation guidelines and practices
- Leave of absence policies including sick leave, pregnancy and parental leave, emergency leave and other leaves of absences such as bereavement or jury duty leave
- Disciplinary procedures and guidelines
- Policies and guidelines regarding hours of work, overtime, vacation requests and holidays
- Confidentiality Agreements
- Termination of employment practices and guidelines
- Remuneration policies including compliance with the *Pay Equity Act* and *Human Rights Code*
- Code of Conduct regarding alcohol and drugs in the workplace, harassment and discrimination, computer and email practices
- Attendance management policies and practices

- Training standards and practices regarding workplace harassment and discrimination
- Access to personnel files
- Protocols for reporting accidents in the workplace to the Workplace Safety Insurance Board and/or the Ministry of Labour, where applicable

Upon purchasing the prototype Human Resources Manual, Hugh Dyer and Michael Conradi, Labour and Employment lawyers practicing with our Health Industry Practice Group, would be pleased to assist you in customizing the manual to meet the specifications of your organization.

Please contact Beth O'Neill (416.597.4320, boneill@millerthomson.com) to discuss these matters further.

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