

From: Sexsmith, Deb
To: Blighton, Jennifer; Buckham, Colby; Chettri, Jenny; Dillen, Christy; Dulay, Jaspreet; Fischer, Matthew; Fortier, Courtney; Macfarlane, Olivia; Montgomery, Karin; Moser, Julia; Kasper, Karin; Rodrigues, Stephanie; Szlavinics, Timea; Tater, Monica; Thompson, Sarah; Touhey, Crystal; Walls, Megan; Anderson, Amie; Clark, Natalie; D'Agnolo, John; Felix, Amanda; Harris, Colin; Ker, Phil; Maillot, Terry; Montgomery, Karin; Moser, Julia; Pinneo, Barb; Kasper, Karin; Strange, Chris; Peel, Aggie; Tremblay, Dana; Van Es, Mike
Subject: ER Process Improvements (ERPI)
Date: May 25, 2018 3:05:20 PM
Attachments: ERPI-01-18 Employee Referral Program Application Form.pdf
ERPI-01-18 Employee Referral Program Instructions.pdf

Hi, over the years there have been various new processes and initiatives that have taken place but have not been documented. This creates a gap in information sharing and results in the use of different processes and procedures being used from office to office.

Barby suggested that we set up a spot on the G Drive as a "quick note" that outlines new and/or changes in procedures that can be referenced by HR and ER.

In response to Barby's suggestion, I have designated a new folder on the G Drive in the !Common Folder called *ER Process Improvements (ERPI)*. G:\ [REDACTED]

[1 ER PROCESS IMPROVEMENTS \(ERPI\)](#)

FOIPP Act, s. 15

The purpose of each ERPI is to address a specific topic that has been identified as a process or procedure that isn't clearly stated, inconsistent between offices, or is new. They will be numbered and indexed for easy referencing and can be used as a resource for training new staff.

Attached is the first ERPI. This is with respect to the Employee Referral Program. This program has been recently re-implemented and the instructions outline how an employee can get a referral bonus. Also attached is an on-line fillable form. I will have this form added to the online resources on the BC Ferries Intranet under Human Resources/General so that employees can access the form directly.

[http://](#) [REDACTED]

FOIPP Act, s. 15

This is the first of several that will follow in the next few weeks from Corporate Human Resources. You will be notified when each new ERPI is added to the folder.

Your comments and suggestions would be greatly appreciated!

Deb

Deb Sexsmith, CPA, CMA
Manager, HR Process Development
Human Resources

British Columbia Ferry Services Inc.

Suite 500 – 1321 Blanshard Street, Victoria, BC V8W 0B7

T: [REDACTED]

FOIPP Act, ss. 15, 19 and 22

Deb.sexsmith@bcferries.com

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ER PROCESS IMPROVEMENTS (ERPI)

May 23, 2018

Employee Referral Program

1. Employees are eligible for a referral bonus if they refer a candidate who is hired into a sponsored position* at BC Ferries and passes the 120 days of probation.
2. To qualify for this referral bonus, the candidate must be:
 - hired into a sponsored position; and
 - a unique application – meaning they have not applied for a prior position.

*As of May 2018 the following positions are eligible for a referral bonus:

- Licensed positions (See Appendix C of the Collective Agreement for the list of Ship's Officer positions that qualify) - \$2,500
 - FMU Marine Engine Mechanic - \$1,000
3. The Employee is required to complete the Employee Referral Form with the date of the referral, their name and the name of the candidate they are referring and the qualification of the referral.
 4. The local ER Office is required to include the name of the ER employee who received the referral, the date of hire of the referred candidate and the date probation was passed.
 5. Once probation is passed, the completed form should be forwarded to Deb Sexsmith for payment.

FOIPP Act, s. 15

NOTE: An on-line fillable form is located on the

[ERPI-01-18 Employee Referral Program Application Form.pdf](#)

EMPLOYEE REFERRAL PROGRAM

Human Resources is pleased to provide an employee referral program. This program is to enhance the recruitment of licensed employees to join our growing fleet!

How to Qualify for a Referral Payment

It's really quite simple!

1. The candidate must be hired into a **sponsored position**. Contact your local ER office for a list of sponsored positions.
2. The candidate must be a unique application. That means they have not applied for a position prior to you connecting them with your local ER office.

How to make a Referral

Complete this form and send it to your ER Office with any supporting correspondence you have that demonstrates your contact and referral with the perspective candidate.

To be completed by Employee making the Referral:

Date of Referral _____

Referring Employee's Name (Your Name) _____

Name of Referred Candidate _____

Qualification of Referred Candidate _____
(Employee – forward completed form to local ER Office)

To be completed by ER Office:

ER Employee Confirming Referral _____

Date of Hire of Referred Candidate _____

Date Probation Passed _____
(ER - forward completed form to Deb Sexsmith)

How to Receive your Payment

Once the probation period is successfully completed and the requirements have been met, payment will be processed by Deb Sexsmith, Manager, HR Process Development, Atrium. Payment is processed through Payroll and is a taxable benefit. Please contact Deb Sexsmith at _____ or via email at deb.sexsmith@bcferries.com if you require further information about this program.

[FOIPP Act, ss. 15, 19 and 22](#)

From: [Tremblay, Dana](#)
To: [Sexsmith, Deb](#); [BCF ER Coordinators](#); [BCF Human Resources Managers](#)
Subject: RE: HR Employee Referral Program
Date: September 27, 2021 3:18:00 PM
Attachments: [Image001.png](#)

Hello team,

I wanted to clarify with you all that the major change in our referral program. Previously, we would pay out for employee referrals for anyone hired into a LICENSED role. Now, the program will pay out for any referral for the following levels of certification: REGARDLESS of licensed or unlicensed position.

Deck	WKM ticket or higher
ENG	4 th class motor or higher

Again, the payout is not valid until the new employee completes a successful probationary period and they still need to be a unique (hasn't applied before) applicant.

Dana

From: Sexsmith, Deb <Deb.Sexsmith@bcferries.com>
Sent: September 27, 2021 2:31 PM
To: BCF ER Coordinators <BCFERCoordinators@bcferries.com>; BCF Human Resources Managers <bcfirm@bcferries.com>
Subject: HR Employee Referral Program

Hi, the positions we are offering referral payments have been updated as per the attached instructions. I have posted both of the attachments in the folder noted below. The URL below will take you to the form on the Intranet site.



[https://\[redacted\]/employee-referral-program-application-form.pdf](https://[redacted]/employee-referral-program-application-form.pdf)

Thanks,

FOIPP Act, s. 15

Deb

Deb Sexsmith
Manager, HR Process Development
Human Resources
British Columbia Ferry Services Inc.
500-1321 Blanshard Street, Victoria, BC V8W 0B7

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Marshall, Deborah

From: Chang, Astrid
Sent: October 04, 2021 3:23 PM
To: Tremblay, Dana
Subject: RE: Wave details

Thank you! How's this for an "article"?

We are hiring!

We are preparing for the next four new Island Class ferries to enter service in 2022. In some locations, we will move to two-ship operations, allowing for more opportunities for staff to move into new roles. Interested? We are recruiting for many positions throughout the fall, so be sure to watch our internal site so you don't miss anything [https://\[REDACTED\]/bargaining-unit-postings.asp](https://[REDACTED]/bargaining-unit-postings.asp)

FOIPP Act, s. 15

In early 2022, we will begin hiring for seasonal and casual staff across the fleet. Maybe you know a student who would like casual or seasonal work. Perhaps you know someone keen to work in the marine industry. If so, let them know there's lots of growth potential with us. More details on what to expect or how to start training found here: [https://\[REDACTED\]/find-your-career-faq](https://[REDACTED]/find-your-career-faq)

FOIPP Act, s. 15

Change to Employee Referral Program

Referring someone can benefit you, too. We have an Employee Referral Program designed to enhance the recruitment of employees to join our team. It is an active program in which you can earn \$2,500 for a successful hire. Previously, this benefit was paid out for employee referrals for anyone hired into a *licensed* role. Now, the program will pay out for any referral for the following levels of certification regardless of licensed or unlicensed position.

Deck	WKM ticket or higher
ENG	4 th class motor or higher

Once the probation period is successfully completed and the requirements have been met, payment will be processed. Payment is processed through Payroll and is a taxable benefit. For more information and to apply for a referral payment, visit [https://\[REDACTED\]/employee-referral-program-application-form.pdf](https://[REDACTED]/employee-referral-program-application-form.pdf)

FOIPP Act, s. 15

Astrid Chang
Manager, Corporate Communications
Strategy & Community Engagement
British Columbia Ferry Services Inc.

FOIPP Act, ss. 15, 19 and 22

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From: Tremblay, Dana <Dana.Tremblay@bcferries.com>
Sent: October 04, 2021 2:45 PM
To: Chang, Astrid <Astrid.Chang@bcferries.com>
Subject: Wave details

Here you go:

I wanted to clarify with you all that the major change in our referral program. Previously, we would pay out for employee referrals for anyone hired into a LICENSED role. Now, the program will pay out for any referral for the following levels of certification: REGARDLESS of licensed or unlicensed position.

Deck	WKM ticket or higher
ENG	4 th class motor or higher

Again, the payout is not valid until the new employee completes a successful probationary period and they still need to be a unique (hasn't applied before) applicant. Policy is found here:

[https://\[REDACTED\]/employee-referral-program-application-form.pdf](https://[REDACTED]/employee-referral-program-application-form.pdf)

FOIPP Act, s. 15

We are hiring!

- Excited to launch the Island class
- Going to a 2 ship operation in many locations, allowing for more opportunity for staff to move into new roles
- Also recruiting for many positions throughout the fall watch our internal site to make sure you don't miss anything [https://\[REDACTED\]/bargaining-unit-postings.asp](https://[REDACTED]/bargaining-unit-postings.asp)
- We will be hiring early in 2022 for seasonal and casual staff across the fleet. Keep in mind for students, contacts who might be keen to work in the marine industry, lots of growth potential with us. More details on what to expect or how to start training found here: [https://\[REDACTED\]/find-your-career-faq](https://[REDACTED]/find-your-career-faq)

FOIPP Act, s. 15

FOIPP Act, s. 15

Lemme know if this works.

Dana Tremblay
Manager, Talent Strategies
Corporate Human Resources
British Columbia Ferry Services Inc.

dana.tremblay@bcferries.com
bcferries.com | Facebook | Twitter

FOIPP Act, ss. 15, 19 and 22



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THE **wave**

Website version redacted

Website version redacted

BC FERRIES' EMPLOYEE NEWSLETER >> FALL 2021

 **BC Ferries**

New DGIS Launched

This spring BCF launched a new Dangerous Goods Information System (DGIS) that improves our overall efficiency in managing, updating and reporting dangerous goods. The new system has many advantages including:

- Intuitive colour-coded substance validation which indicates when a substance is valid, invalid, or requires a more detailed review of the IMDG/TDG/BCF requirements
- Wildcard search capabilities to broaden search results by using an asterisk (*)
- Vessel crew ability to preview approved dangerous goods queuing up at terminals, which ultimately leads to operational efficiencies
- Availability of the most current BC Ferries, IMDG and TDG regulations in one place

When logged in on the Intranet, the new DGIS, reference guides and training materials are available in Safety Links on the Intranet in **Safety Links on the Dangerous Goods sub-page**. We are collecting feedback on the system and hope to integrate suggestions for improvement over time. As our Strategic Plan says, 'safety is our highest value'. The new DGIS systems is a step in the right direction in continuing to improve how we transport our customers and dangerous goods safely.

Dangerous Goods Information System



We are hiring!

We are preparing for the next four new Island Class ferries to enter service in 2022. In some locations, we will move to two-ship operations, allowing for more opportunities for staff to move into new roles. Interested? We are recruiting for many positions throughout the fall, so be sure to watch our internal site so you don't miss anything [https://\[redacted\]](https://[redacted])

[bargaining-unit-postings.asp](https://[redacted]bargaining-unit-postings.asp)

FOIPP Act, s. 15

In early 2022, we will begin hiring for seasonal and casual staff across the fleet. Maybe you know a student who would like casual or seasonal work. Perhaps you know someone keen to work in the marine industry. If so, let them know there's lots of growth potential with us. More details on what to expect or how to start training found here: [https://\[redacted\]](https://[redacted])

[/find-your-career-faq](https://[redacted]/find-your-career-faq)

FOIPP Act, s. 15

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Once the probation period is successfully completed and the requirements have been met, payment will be processed. Payment is processed through Payroll and is a taxable benefit. For more information and to apply for a referral payment, visit [https://\[redacted\]](https://[redacted])

.pdf

FOIPP Act, s. 15

@BCFerries

Big thank you to @BCFerries for the jump!!! They were so calm and efficient!! #bcferries

@BCFerries

@BCFerries A big thank you to all the BC ferries staff for all your hard work!!