



## Statutory Hire - Acknowledgment and Confirmation of Hire

File No: 7385-20/STAT HIRES

*Freedom of Information and Protection of Privacy Act (FOIPP Act)*

The personal information requested on this form is collected for the purpose of processing your Pay. Questions about the collection or use of this information can be directed to the FOI Designate at BCWS email: [FORWMBP.WMBPAYR@GOV.BC.CA](mailto:FORWMBP.WMBPAYR@GOV.BC.CA)  
BC Wildfire Service 2<sup>nd</sup> Floor 2957 Jutland Rd. Box 9502 Jutland Rd. Victoria BC V8W-9C1

Full Legal Name:

Mailing Address:

Hired as \_\_\_\_\_

(See chapter 2 of the "Green Book" for category and function or Wildfire Regulations)

New Hire

Rehire Different Position

Social Insurance Number (Only required for New Hire) SIN # \_\_\_\_\_

You will be compensated at \$ \_\_\_\_\_ Per Hour

(Rates are set out in Schedule 4 of the Regulations in the *Wildfire Act*)

You are being hired under Section 15 of the Wildfire Act.

You are governed by the Employment Standards Act.

The Statutory Hire Invoice (SHI) must be completed with hours worked and submitted for payment. Do not complete calculations on the statutory hire invoice.

Your payment will be mailed from Victoria or electronic funds transfer.

If your vehicle is required to be used in the duties of your position (i.e. fire warden, expediter), the vehicle must have a signed agreement with the ministry indicating "The Blue Book" rate for payment.

If you are using your vehicle to travel to a location away from your home (i.e. deployment to fire camp), then you will be compensated at a vehicle allowance for the kilometres travelled. No agreement is required.

I acknowledge that I have read the information above and agree with the rate of pay and term:

\_\_\_\_\_  
*Statutory Hire Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*First SHI Number (Mandatory for processing)*

I confirm the information above:

\_\_\_\_\_  
*Ministry Representative Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Employee Number*

\_\_\_\_\_  
*Date*

Response Centre Manager or designate Approved: \_\_\_\_\_

*Date:* \_\_\_\_\_

## Statutory Hire - Acknowledgment and Confirmation of Hire

File No: 7385-20/STAT HIRES

### For Office Use only

1. The SHI must be completed as per instructions from the Fireline Finance and Administrations Procedure Manual “Green Book”.
2. Social Insurance Numbers must only be collected on the FS67A for new hires and will no longer be written on the Statutory Hire Invoice (SHI) FS67 – provincial instruction will be included in the “Green Book” Fireline Finance Admin Procedures Manual.
3. SHI Number is mandatory on the initial FS67A, a SHI will not be processed without.
4. Completed forms are scanned and saved to the Payroll Drive - *Fire Centre Folder/Your Response Centre/Stat Hire*
5. FS67A’s must be named as follows *Fiscal Year/FS67A/Last name/First name/Position/* e.g. 17 FS67A Smith John FW