



Statutory Hire - Acknowledgment and Confirmation of Hire

Full Legal Name: _____

Mailing Address: _____

Hired as _____

(See chapter 2 of the green book for category and function or Wildfire Regulations)

New Hire

Rehire Same Position

Rehire Different Position

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

Dates Required (be date specific) _____

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 submitted for payment every two weeks. Do not complete calculations on the statutory hire invoice. The SHI must be completed as per instructions from the Fireline Finance and Administrations Procedure Manual "Green Book".

There will be no income tax, employment insurance or other deductions from your pay (with the exception of commissary items).

A T4A will be mailed to you at the end of February. Notify the Response Centre if your mailing address changes.

The Response Centre will mail a copy of the completed SHI to you. Your payment will follow in the mail

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

Statutory Hire Signature

Print Name

Date

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

Instructions

1. Dates Required (be date specific) - The FS67A must be completed each time a Statutory Hire is hired. Dates required are mandatory and can include known days off e.g. July 4, 5, 7, 8 – this would indicate that the Stat hire would not be required on July 6. The terms should be limited to 2 week requests, anything beyond the 2 weeks would require another request.

Q. What if a stat hire is working for us and going on mandatory days off and returning?

The FS67A would need to be completed and authorized before they returned to work

Q. We have stat hires that do fire warden patrols or others that are set up on schedules throughout the summer?

The FS67A would need to be completed each time they returned to work regardless of their schedule. In these situations it might be helpful to do the form weekly as their schedules are set up.

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 FS67A.
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/Date of Hire*
e.g. 15 FS67A Smith John FW May 4 2015
6. A SHI will not be processed without the FS67A being completed.

Spreadsheet Instructions

1. Each Response Centre will have a workbook in their stat hire folder
2. All required SHI information must be entered within 2 weeks of SHI completion
3. No changes to the workbook are permitted due to reporting requirements. If you have a suggestion send the request to WMB.CWSVICTORIA@gov.bc.ca Subject Line to State: Response Centre/FS67A Workbook Request