

Last Name		First Name		Middle Name
Mailing Address			City	
Province	Postal Code	Phone	Email	
Birthdate: <i>must be over 19 years of age</i>			Social Insurance No.	
Rehire Different Position	New Hire	Position Hired for:		
Position Code _____		Rate of Pay \$ _____/per hour <i>(See Chapter 2 of the "Green Book" for category, code and Schedule 4, Rates of Compensation, Wildfire Regulations)</i>		
First Statutory Hire Invoice (SHI) Number (Mandatory for processing) _____				

TERMS OF EMPLOYMENT

- Record hours for standby or worked on the Statutory Hire Invoice (SHI) or a Daily Time Report.
- If you are using your vehicle to travel to a location away from your home (i.e. deployment to fire camp), you will be compensated a vehicle allowance for the kilometers travelled. No agreement is required.
- 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 vehicle rental agreement (VRA) with the ministry indicating "The Blue Book" rate for payment.
- There will be no income tax, employment insurance or other deductions from your pay (except commissary items).
- You are being hired under Section 15 of the *Wildfire Act*.
- Your basic standards of compensation and conditions of employment are covered by the *Employment Standards Act*.
- A T4A, Statement of Other Income, will be mailed to you at the end of February. Notify the Fire/Response Centre of any mailing address change.
- A copy of the completed SHI will be mailed to you. Payment will follow by mail or electronic funds transfer.

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

_____	_____
<i>Statutory Hire Signature</i>	<i>Date</i>

I confirm the information above:

_____	_____
<i>Ministry Representative Signature</i>	<i>Print Name</i>
_____	_____
<i>Employee Number</i>	<i>Date</i>

Approved - Response Centre Manager or Designate

_____	_____	_____
<i>Signature</i>	<i>Print Name</i>	<i>Date</i>

The personal information on this form is collected under the authority of the Employment Insurance Regulation. This information will be used 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: bcws.cwspayroll@gov.bc.ca or by mail to BC Wildfire Service, 2nd Floor 2957 Jutland Rd., Victoria BC, V8T 5J9. Personal information is protected from unauthorized use and disclosure in accordance with the *Freedom of Information and Protection of Privacy Act* and may be disclosed only as provided by that Act.

Emergency Contact Information

Statutory Hire Information:

Last Name	First Name	Middle Name
Mailing Address		City
Province	Postal Code	Phone

List the person(s) you wish to be contacted in case of emergency.

Last Name	First Name	Relationship
Physical Address		City/Town
Province	Cell Phone No.	Home Phone No.

Last Name	First Name	Relationship
Physical Address		City/Town
Province	Cell Phone No.	Home Phone No.

Signature	Date
-----------	------

BCWS Instructions

1. Complete the Statutory Hire Acknowledgement and Confirmation (FS67A) and the Emergency Contact form and return to the incident F&A Chief or CWS at your response centre.
2. A Social Insurance Number is required for Statutory Hires. Review the government issued SIN card to ensure correctness of number.
3. Ensure correct title of position – found in Chapter 2 of the Green Book.
4. Ensure correct hourly rate of pay – found in Chapter 2 of the Green Book.
5. Enter position code – found in Chapter 2 of the Green Book. This code must also be entered on the Statutory Hire Invoice.
6. Record the first Statutory Hire Invoice Number (FS67) on the FS67A.
7. If the Statutory Hire position requires them to use their personal vehicle for work such as a fire warden or expeditor, a Vehicle Rental Agreement is required.
Please contact the F&A Chief at your incident or CWS at your response centre.
8. If the Stat Hire is required to use their vehicle to travel to the incident/response centre, they must complete a FS31 Invoice for reimbursement of travel expenses. Kilometres are paid at \$0.53 per kilometre. A Vehicle Rental Agreement is not required.
9. BC Wildfire Service does not employ statutory hires under the age of 19. In British Columbia, individuals under the age of 19 are legally minors and have not reached the age of majority.