



900 Vancouver Street
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LAY EMPLOYEE INFORMATION FORM

TO BE COMPLETED BY THE NEW HIRE:

Employee Full Legal Name:

First: Middle: Last:

Address: City: Postal Code:

Phone Number: Home: Cell:

Email Address:

Birthdate: SIN:

Emergency Contact:

Name: Relationship: Phone:

TO BE COMPLETED BY THE WARDENS:

Parish, Location:

Position Title:

Start Date:

End Date (if applicable):

Hours: Hours per week: Rate:

Pay: ☐ Timesheet ☐ Average

Additional Info or Compensation:

Signature of Incumbent or Warden

Name of Incumbent or Warden, Position Title

SYNOD OFFICE USE ONLY:

Employee Number: Cost Central #:

INSTRUCTIONS FOR COMPLETING THIS FORM

This form must be completed for all new hires.

Effective Date:

This is the date that the information takes effect.

Parish, Location:

The diocese has multiple churches with the same or similar names, so please indicate the location:

Example: St. John the Divine, Courtenay or St. John the Divine, Victoria

Position Title:

The employee's position title (example: parish administrator, etc).

Start Date:

This is the first day the employee has paid hours.

End Date (if applicable):

Only complete this field if the position has a fixed term or end date.

Hours:

- If the employee is working 20 hours or more per week, they will receive Manulife Benefits.
- If the employee is less than 65 years old and working more than 13.5 hours per week, they will receive Anglican Pension.

Pay:

Indicate whether the employee will be paid based on the average hours or timesheet submissions.

Vacation:

Earned annual vacation time will be a percentage of eligible earnings:

4% (two weeks) 6% (three weeks) 8% (four weeks)

Additional Compensation or Information:

Indicate other amounts included in the compensation (example: travel, etc.) or supplemental information not included elsewhere.

Please submit this form to hr@bc.anglican.ca and email if you have any questions about completing this form.