



Super Easy
Super Effective
Super Service

Micro-Business **EMPLOYEE STARTER KIT**





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"Hiring your first employee is one of the most exciting milestones in a business. It means your vision is growing and your work is creating opportunities for others. But with that growth also comes responsibility.

Employers in Canada must navigate multiple obligations, and clear expectations for their teams. When these foundations are built properly from the beginning, they protect your business and create a workplace where people can thrive.

My goal with this guide is to make those first steps simple and clear, so you can focus on growing your business while building a strong, compliant, and respectful workplace."

— Luis Straatmann (Head of HR)



What You Will Find in This Kit

- ▶ Introduction
- ▶ Why Your First Hire Matters
- ▶ Before you Hire
- ▶ Employment Contract
- ▶ Employee Profile
- ▶ Employee Handbook
- ▶ HR and OHS Policy Book
- ▶ Mandated Training
- ▶ Common Mistakes
- ▶ Conclusion

Introduction

Every great business starts with one person, one idea, and the determination to make it work. As your business grows, there comes a defining moment in the journey: hiring your first employee.

This milestone means more than simply adding help. It means your vision is expanding and your work is beginning to create opportunities for others. It is the moment when a business starts to become a team.

With this growth also comes responsibility. Becoming an employer requires structure, clear expectations, and an understanding of the obligations that come with employing people in Canada. When these foundations are built properly from the beginning, they protect your business and create a workplace where people can thrive.

This guide was created to help you take that step with confidence. Its goal is to simplify the process, highlight what matters most, and support you in building a strong and compliant workplace from day one. Because hiring your first employee should feel exciting, empowering, and full of possibility.





Why Your First Hire Matters

Hiring your first employee is a major milestone. It signals growth, but it also introduces new responsibilities as you transition from solopreneur to employer.

With the right structure in place, hiring your first employee becomes an exciting step forward rather than a compliance risk.

Protect Your Business

1. Define the role and responsibilities
2. Protect confidential business information
3. Set expectations

Stay Compliant

- Register:
- CRA
 - ESA
 - WCB
 - Service Canada

Build a Strong Workplace

1. Offer a structured onboarding process
2. Promote a safe and respectful workplace
3. Define Goals and Objectives

Before You Hire

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Before bringing your first employee on board, it is important to ensure your business is properly prepared to become an employer. Hiring someone is more than filling a role, it introduces legal, financial, and operational responsibilities that require the right structure from the start. Taking time to prepare helps you avoid compliance issues, ensures payroll is handled correctly, and creates clear expectations for the employment relationship.

This preparation includes registering the necessary employer accounts. **When these foundations are established early, the hiring process becomes smoother, your business remains compliant, and your first employee can begin their role with clarity and confidence.**

CRA

ESA

Service
Canada

WCB

Payroll



Employment Contract

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Every employee should have a written contract. Key elements include:

- Position and duties
- Compensation
- Hours of work
- Probation period
- Overtime rules
- Vacation entitlement
- Confidentiality clauses
- Termination terms

There are choices of employment contracts available. Your selection should base your needs, support your finances, and irrevocably connect rights and obligations with Employment Standards Act.

This is one of the most important compliance documents because poorly written contracts can expose the employer to large termination liabilities.

85% of the employment law disputes are about termination pay. Without a contract you can't enforce the ESA safely. It will be expected to deal with expensive and unnecessary Common Law termination payout.

Employee Profile

Employers should maintain records of the following information:

- Employee's full legal name, address, and contact information
- Date employment started; Job title and job description
- Compensation structure; Payroll deductions and remittances
- Hours of work (day and week); any Overtime hours
- Vacation time and pay records; Statutory holiday payments
- Records of leaves of absence
- Copies of employment agreements and policy acknowledgements
- Dates of termination and details of final pay, if applicable

This is key for retaining employment records. The ESBranch has been successfully imposing penalties for insufficient records in a rate of 80% of every business they inspect.

When you hire your first employee, it is essential to maintain accurate and organized employment records. Employment Standards legislation in Canada requires employers to keep specific employee information and payroll records.

Failing to maintain required records can result in penalties or compliance issues during an Employment Standards investigation.

Employee Handbook



A well-structured handbook typically outlines:

- The company's mission, values, and workplace culture
- Attendance and reliability expectations
- Standards of conduct and professional behaviour
- Use of company equipment and resources
- Health and safety expectations
- Workplace harassment and respectful workplace standards
- Communication and reporting structures
- Basic Rights and obligations

An Employee Handbook is one of the most valuable resources. It helps establish expectations from the very beginning of the employment relationship.

For a business hiring its first employees, the handbook becomes a simple but powerful way to set expectations, promote consistency, and define what success looks like in the organization. When employees understand how the workplace functions, they are better equipped to perform their roles confidently and contribute to the success of the business.

When expectations are clearly communicated from the beginning, employees are more likely to succeed in their roles.

HR and OHS Policy Book

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A Policy Book typically includes policies related to the following areas:

- Employment Standards Compliance
- Human Rights and Respectful Workplace
- Occupational Health and Safety
- Privacy and Confidentiality
- Company Specific

While the Employee Handbook explains how the workplace operates, the Policy Book focuses on compliance. It contains the formal policies that help businesses meet their legal obligations and demonstrate commitment to providing a safe and respectful workplace.

In Canada, employers are required by law to establish certain workplace policies. These policies provide guidance to employees while also protecting the business by clearly documenting how workplace issues are addressed.

For growing businesses, a well-developed Policy Book is an important step toward creating a compliant, organized, and responsible workplace environment.

Mandated Training

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Common training topics that employers should provide includes:

- General Workplace Health and Safety
- Workplace harassment and violence prevention
- Privacy in the Workplace
- WHMIS
- Job Related Training Programs

When a new employee joins your business, training is also a legal responsibility.

Employers in Canada are expected to provide employees with basic workplace training so they understand how to work safely, respectfully, and in compliance with workplace regulations.

Beyond the first day, employers should also ensure that safety awareness and training continue throughout the year. Many organizations follow a training calendar aligned with Worker's Compensation Board (WCB) expectations, which encourages regular safety conversations, refresher training, and workplace inspections.

For growing businesses, establishing a simple training structure from the beginning ensures employees are properly informed while helping the employer demonstrate compliance with workplace safety obligations.

Common Mistakes



Some of the most common mistakes include:

- Hiring without a written employment contract
- Not registering payroll accounts properly
- Misclassifying workers as contractors
- Missing required workplace policies
- Poor record keeping

When business owners hire their first employee, they are often focused on growth, serving clients, and keeping operations running smoothly. Because of this, important employment obligations can sometimes be overlooked.

Being aware of these risks early helps business owners build the right structure and avoid problems as their team grows.

The good news is that these mistakes are entirely preventable. With the right guidance and a clear HR foundation, solopreneurs can build compliant workplaces that support both business growth and employee success.



Good News! You Don't Have to Do This Alone.

Hiring your first employee is an exciting milestone. It means your business is growing and your vision is beginning to create opportunities for others. While this stage brings great momentum, it also introduces new responsibilities that many entrepreneurs are navigating for the first time.

Many solopreneurs try to build their employment structure on their own, but employment laws, workplace safety requirements, and payroll obligations can quickly become complex. Having the right guidance helps ensure these important foundations are built correctly from the beginning.

At SuperHR Canada our role is to help businesses navigate these responsibilities with confidence and professionalism.

With the right HR foundation in place, you can focus on growing your business while building a workplace where both your company and your people can succeed. When you are ready, we are here to support you.



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