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THE SUPERHR DIGEST



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From the Get-Go

Our Canada Day Message for You!

As we celebrate Canada Day, we're reminded of the values that make this country one of the best places to live in the world – unity, diversity, respect, and resilience.

In these challenging times, it's more important than ever to come together – not just as citizens, but as leaders of workplaces that reflect the strength and care our communities are known for. At SuperHR, we believe that stronger businesses begin with stronger people practices.

Let's continue building workplaces that are fair, inclusive, and inspiring – because a better Canada starts with each of us.

Wishing you a safe and meaningful Canada Day,

The SuperHR Team



Vacation Pay – Hot Topic for Summer!

As we enter the vacation season, it's the perfect time to ensure your vacation pay practices are fully compliant – especially since this is one of the most common areas for ESA-related complaints.

Across BC, Alberta, and Ontario, vacation pay is calculated based on an employee's total wages, including bonuses, commissions, and holiday pay – not just hourly wages or base salary. But there are key differences in accrual and entitlements:

British Columbia

- Minimum entitlement: 2 weeks after 1 year, 3 weeks after 5 years.
- Vacation pay: 4% of total earnings (6% after 5 years).
- Vacation must be taken within 12 months after it's earned, unless otherwise agreed.

Alberta

- Minimum entitlement: 2 weeks after 1 year, 3 weeks after 5.
- Vacation pay: 4% (or 6% after 5 years), and can be paid each pay period only if stated in writing and agreed upon.

Ontario

- Minimum entitlement: 2 weeks after 12 months, 3 weeks after 5 years.
- Vacation pay: 4% (or 6% after 5 years).
- If paid out on every paycheck, it must be clearly itemized and documented.

It is also important to remind your workers that the rite for booking vacation time is outlined in the vacation Policy. In most of the times, vacation should be booked at least 2 weeks in advance. This gives your team enough time to plan schedules and ensure proper coverage. In cases of overlapping requests, preference is generally given to employees with longer tenure. Encouraging early planning not only prevents disruption, it also ensures fairness across the team.



SuperHR Tip: Make sure your employment agreements and payroll systems match your provincial legislation. Paying vacation pay incorrectly – especially during termination or over the summer – can result in retroactive payments, penalties, or audits.

Incident Reporting & Near Misses: A Culture of Prevention

This month, we're shifting the focus to one of the most powerful – and often underused – tools in workplace safety: incident and near miss reporting. Many organizations only react when someone gets hurt. But the most effective safety programs are proactive – they identify risks early and take action before anyone gets injured.

What Is a Near Miss? A near miss is an unplanned event that didn't result in injury or damage – but could have. A worker slips but catches themselves before falling; A box falls off a shelf but misses someone; Equipment malfunctions but is stopped in time.

These are early warning signs. Tracking them helps you spot trends, address hazards, and prevent costly incidents before they happen.

Why Does This Matter?


In BC, WorkSafeBC requires employers to investigate incidents that had the potential for serious injury (OHS Regulation Part 3).

In Alberta, employers must investigate and keep records of any incident that could have caused serious harm (OHS Act, Section 33).

In Ontario, under the OHSA, near misses must be considered in your hazard assessment process, even if they don't result in WSIB claims.

This Month's Action Plan:

- Review your reporting forms – Are they simple, clear, and accessible?
- Educate your staff – Make sure they know they're encouraged (not punished) for reporting issues.
- Train supervisors – Give them the tools to investigate and document what happened, why, and how to prevent it in the future.
- Track trends – Monthly reviews of reported hazards or near misses can guide your next safety talk or equipment investment.

 **SuperHR Tip:** Creating a “culture of prevention” doesn't mean being perfect – it means being alert, responsive, and always learning from what could have gone wrong. Need a template or refresher training for your team? Let us know – we have ready-to-use tools that make safety simple and effective.

Job Descriptions More Than a Legal Document

Most businesses think of job descriptions as a formality – something to file away during onboarding. But smart organizations use them as a strategic HR tool to improve performance, compliance, and engagement.

The reality is: when job descriptions are kept current and thoughtful, they become a powerful tool to boost employee engagement, support compliance, and shape a culture of clarity and accountability.

A complete job description gives every team member a sense of direction, value, and connection. It makes expectations clear, reinforces each person's contribution to the bigger picture, and provides structure for everything from performance discussions to promotions.

If your roles have evolved, if your team has grown, or if your culture has shifted – your job descriptions should reflect that. This summer is the perfect time to realign your documentation with the people driving your business forward.

Let us know if you'd like to review one of your job descriptions or build something more meaningful from the ground up. We're here to help you shape roles that go beyond tasks – and into purpose.

Micro-learning Video of the Month

This month's **Learning Never Ends** feature is our Micro-learning Video on **Overtime**, an essential aspect of workplace compliance and employee well-being.

Understanding overtime rules helps ensure fair compensation for employees while supporting businesses in meeting their operational needs. This video provides valuable insights into overtime regulations, payment calculations, and strategies for managing workloads effectively to avoid burnout.



Making Terminations Human and Compliant

A client recently contacted us feeling unsure about how to approach a termination. They needed to let go of an employee whose performance no longer aligned with the company's direction. While the business case was clear, they wanted to ensure the process was legally compliant, financially sustainable, and, above all, respectful.

They weren't sure if they should offer working notice, a lump sum payout, or both. Like many employers, they didn't realize that Canadian employment standards allow for creative and fair combinations of notice and pay, as long as they meet the minimum standards of the province.

We stepped in to analyze the employee's contract, earnings, and tenure. Based on the Employment Standards Act, we helped them build a strategy using a combination of working notice and termination pay in lieu of notice. This not only ensured full compliance but also reduced the cost of termination without compromising the employee's dignity or legal rights.

For example, instead of paying out six full weeks of wages, the client offered two weeks of working notice and four weeks of pay in lieu. The employee appreciated the clarity and extra time to plan their next steps. The employer was relieved to be doing things properly – and was able to use the notice period to transition the role internally.

According to the Canadian Centre for Occupational Health and Safety, poorly handled terminations are one of the top triggers for workplace legal claims and reputational harm. That's why we believe it's so important to support our clients not just with documentation, but with strategy, compliance, and care.

At SuperHR, we believe that even the most difficult HR moments – like a termination – can be handled with clarity, empathy, and confidence. It's not just about following the law; it's about protecting relationships, preserving your company's integrity, and moving forward with purpose. **We're here to help you make those tough decisions feel a little less heavy – and a lot more human.**





Announcements



Exciting News: SuperHR at Ridge Meadows Chamber's Breakfast & Business – SOLD OUT!

We're thrilled to announce that the upcoming Breakfast & Business event with the Ridge Meadows Chamber of Commerce is officially sold out!

Thank you to everyone who registered – we can't wait to connect, share insights, and discuss how strong HR practices can transform your workplace and community.

If you missed this one, don't worry – stay tuned for more events and opportunities to engage with SuperHR.

Together, we're building stronger businesses in our region!

Join Us for HR Talks – Friday, July 4th!

Looking for a relaxed, friendly space to chat about HR, compliance, and employee engagement? Join us for HR Talks on Friday, July 4th, from 12:30 to 2:30 PM at The Waves Coffee in Pitt Meadows.

No registration needed – just show up, grab a cup of coffee or a refresher, and enjoy great conversation with the SuperHR team and fellow clients. It's the perfect way to get inspired and get your HR questions answered in an informal setting.

We look forward to seeing you there!

