



MANAGING & LEADING EMPLOYEES WITH CONFIDENCE



BUSINESS
PATHWAYS

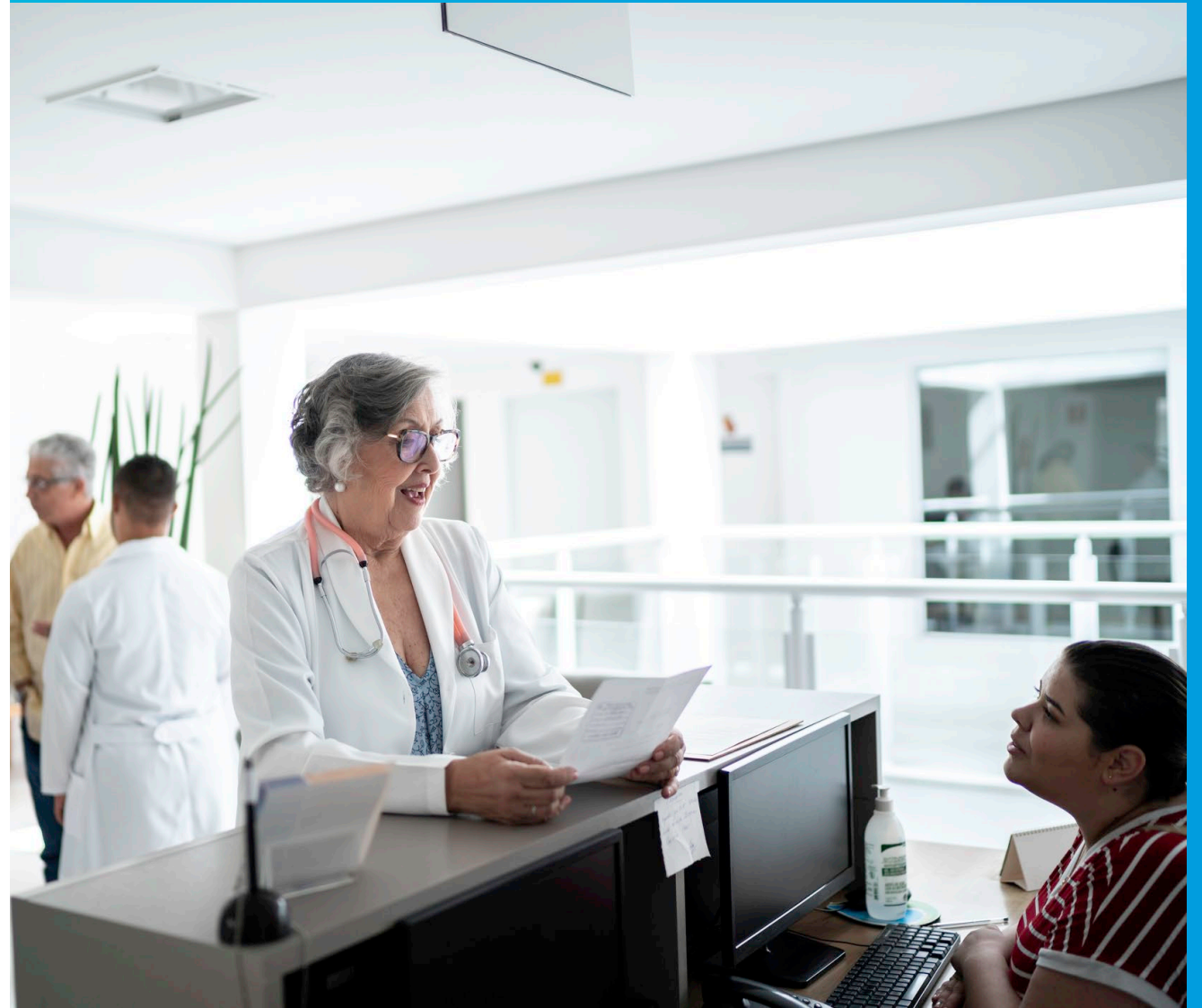
DISCLAIMERS

- *Legal information, not legal advice*
- *No lawyer/client relationship*
- *Discretion should be used*
- *Laws change quickly!*

Learning Goals

- > *Doctor as workplace leader*
- > *Hiring best practices & legal requirements*
- > *Managing employee performance*
- > *Parting ways with staff*
- > *Knowing when to seek advice*

Q & A!



DOCTORS AS LEADERS

- ***Poll question!***

LEADING RIGHT

- *Doctor as leader*
- *What good leadership means for staff*
- *What good leadership means for doctors*

HIRING & STAFF MANAGEMENT

- ***Employment Standards Act*** of BC – the “***ESA***”
- ***Human Rights Code*** of British Columbia
- ***Personal Information Protection Act*** (private sector incl. clinics)
- ***Pay Transparency Act***

THE RIGHT STAFF – CREATE A PLAN

Create a Recruitment Plan:

- *Get clear on the job*
- *Identify important attributes of a ‘star’ candidate*
- *Hire*
- *Retain*

Poll Question: Performance Reviews



PERFORMANCE REVIEWS

- *What are they?*
- *When do we do them?*
- *Differences between:*
 - *a performance review*
 - *a 'check-in'*
 - *a discipline meeting*

INVESTIGATING EMPLOYEE MISCONDUCT

- *Get advice*
- *Investigate – internal vs external investigators*
- *Gather the facts*
- *Get advice*
- *Make a decision*

MANAGING EMPLOYEE PERFORMANCE

Progressive Discipline

What, why, when and how?

DETERMINING DISCIPLINE MEASURES

- **Considerations** – *nature of the misconduct, mitigating circumstances, frequency, length of employment, discipline history, among others*
- **Caution!**

Termination

- *Avoiding pitfalls*



AVOIDING CLAIMS FOR WRONGFUL TERMINATION

- *Act early*
- *Get advice and support early*
- *Document, document, document!*

TAKEAWAYS

- *Leadership is central*
- *Proactive approach in managing staff & employee misconduct*
- *Caution in managing discipline & terminations*
- *Seek support and advice*

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