MANAGING & LEADING EMPLOYEES WITH CONFIDENCE

West Coast Workplace Law
work. better.
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
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
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!
Leadership is central

Proactive approach in managing staff & employee misconduct

Caution in managing discipline & terminations

Seek support and advice