

Health Career Access Program: Return of Service Agreement



The goal of this session is to help Employees and Employers understand important information about the HCAP Return Of Service agreement, also referred to as ROS

What is a Return of Service (ROS) Agreement?



- ▶ Contract
- ▶ Expectations
- ▶ Consideration
- ▶ Obligations

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The return of service agreement is a required legal document or contract that needs to be completed and signed by an HCAP Employee upon hire to the program.

The ROS is to ensure the HCAP Employee, the HCAP Employer, and the Ministry of Health all have favourable outcomes for the HCAP program and to inform all involved of their HCAP obligations.

The ROS defines expectations, consideration, obligations, and time lines for completion.

It is very important for both the Employer and the Employee to have a signed and completed copy of the return of service available for future reference.

How long is the Return of Service?

| Jan-15 | | | | | | | Feb-15 | | | | | | | Mar-15 | | | | | | | Apr-15 | | | | | | | | | | | | |
|--------|----|----|----|----|----|----|--------|----|----|----|----|----|----|--------|----|----|----|----|----|----|--------|----|----|----|----|----|----|--|--|--|--|---|---|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | | | | | | |
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| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | | | | | | | |
| | | | | | | | | | | | | | | 30 | 31 | | | | | | | | | | | | | | | | | | |
| May-15 | | | | | | | Jun-15 | | | | | | | Jul-15 | | | | | | | Aug-15 | | | | | | | | | | | | |
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | | | | | | |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | |
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| Sep-15 | | | | | | | Oct-15 | | | | | | | Nov-15 | | | | | | | Dec-15 | | | | | | | | | | | | |
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | | | | | | |
| | | | | | | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | | 1 | 2 | 3 | 4 | 5 | | | | | | | | | 1 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | |
| 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | | | | | | |
| | | | | | | | | | | | | | | 30 | | | | | | | | | | | | | | | | | | | |

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The ROS is 12 months of continuous service that will start once an HCAP Employee receives a BC Care Aide registration number

The PSI will assist in the application of this registration number upon successful completion of the HCA program.

When does the Return of Service Agreement start?



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The 12 month ROS will begin as soon as the Employee receives a BC Care Aide registration number.

Where does the 12 month Return of Service need to be completed?



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The Return of Service agreement should be completed at the primary worksite that supported the Employee through the HCAP.

Employees will be expected to apply to all full time and part time postings at the primary worksite AND to accept one of the applied to positions when offered to them by the Employer.

What happens if the Return of Service Agreement is broken?



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If the Employee voluntarily leaves their employment as a care aide during the ROS period to work as a care aide at a different site, beyond the limits set out within the ROS agreement, the Employee will pay the Employer the HCAP costs proportional to the percentage of the ROS period that has not been completed

HCAP Costs Include:

- All stipends paid to the employee during the education component of program
- All other education costs (stipend, tuition, fees, costs of necessary books, other associated costs)

When can employees start applying for HCA jobs?



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A close-up of a white application form titled "APPLICATION FOR EMPLOYMENT". The form includes fields for "LAST NAME", "STREET ADDRESS", and "POSITION DESIRED?". Below these fields, there is a question "HAVE YOU APPLIED FOR EMPLOYMENT?" with "YES" and "NO" options, each followed by a checkbox. The "NO" option is followed by the text "IF YES...". At the bottom of the form, there is a field for "MONTH & YEAR:".

Employees can start to apply for HCA positions at the primary worksite at any time during the HCA program, as long as, the position start date is **AFTER** the HCA Education Graduation date. Employees are encouraged to start applying as soon as managers have positions available with end dates after HCA graduation.

Employers will need to have Employees provide a BC Care Aide registration number **BEFORE** starting to work in the HCA role.

What jobs do Employees need to apply for?

**APPLY FOR
A JOB**

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HCAP Employees must apply on and accept ANY regular full time and part time HCA positions available at the home worksite.

In review, the home worksite is the site that hired the Employee for the Health Career Access Program.

What happens if there are no regular full time or part time postings at my site?

STEP 1: Employee is listed as casual at home worksite**

STEP 2: If still no permanent positions available **THEN** Employee can apply at other worksites with the same Employer or Company**

STEP 3: No permanent positions available with the same employer or company **THEN** Employee may choose to apply with a different Employer or Company**

**Continue to apply for any positions that become available at home worksite

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If there are no regular part time or full time positions available at the home worksite, the Employee:

Step 1:

The employee will be placed on the casual list at the home worksite by the manager; and the Employee will discuss next steps with the manager.

Continue to apply for any positions that may come available at your home worksite.

Step 2:

Once placed casual the Employee will still be expected to continue to apply for full time and part time positions at the home worksite. However, you will also be able to apply for regular full time or part time postings at other worksites with your same Employer or company. Please note that the meaning of an Employer or company is either Interior Health or a private company.

Step 3:

If there are no regular full time or part time positions available with the Employer at any of its worksites, the Employee may then choose to apply with a different Employer.

Keep in mind that an employee **MUST** choose one of the above options to work as an HCA in order to fulfill the return of service obligations.



Thank you for your time today.

If you have any questions or concerns, please contact your RKC or site manager.