

Policy Number SE4.261	Policy Section Supports and Services	Effective: April 1, 2010 Amended: April 1, 2023
Title: Employment Policy		Executive Sponsor: Vice President, Governance & Communications Vice President, Service Delivery & Innovation

Summary:

This policy describes the guiding rules, the benefits of employment, and best practices.

This policy explains how CLBC supports individuals with employment opportunities.

1. PURPOSE

This policy describes the importance and value of inclusive employment in the lives of individuals CLBC supports. This policy identifies the guiding principles and best practices for inclusive employment. Individuals who indicate they want to work will be supported to choose their path to the employment service they believe will be the best fit for them.

This policy, along with the *CLBC Periodic Report for Employment Practice Guide*, should be applied together as one set of standardized requirements to support inclusive employment.

2. DEFINITIONS

Cultural Safety: An outcome of respectful engagement based on recognition of the power imbalances inherent to service systems, and the work to address these imbalances. A culturally safe environment for Indigenous peoples is one that is physically, socially, emotionally, and spiritually safe without challenge, ignorance, or denial of an individual's identity. Practicing cultural safety requires having knowledge of the colonial, sociopolitical, and historical events that trigger disparities Indigenous peoples encounter and perpetuate and maintain ongoing racism and unequal treatment.

Employment: Paid work that takes place in an integrated community setting, alongside people without disabilities; and where wages, benefits and working conditions comply with industry standards and relevant laws (e.g., *BC Employment Standards Act*). This includes self-employment but does not include work experience or volunteer work. Employment is sometimes referred to as "real work for real pay".

Employment Standards Act: Legislation enacted by the B.C. government to protect the rights of all working people and sets out the minimum standards that employers and employees must follow regarding the conditions of employment. It also outlines the employers' responsibility to their employees, such as meeting minimum wage, meal breaks, sick days, and vacation pay requirements.

Employment Supports: Tools and strategies to support an individual to prepare, secure and keep a job that is meaningful. This can include services like discovery, job development, job carving, customized and supported employment, on-site job training, job retention strategies, and job accommodations. This may also include support for exploring and initiating self employment opportunities. Employment supports are responsive to the needs of individuals and employers and available on an ongoing basis. Supports include pursuing career enhancement and advancement opportunities, post secondary education, and inclusion in the workplace culture. Ideally, employment supports fade over time to be replaced by natural supports. Other necessary support may include transportation training, support to family/support networks, support to access community resources, mental health supports, clothing/hygiene support, and informal counsellor support.

Employment First Culture: An understanding that individuals with diverse abilities have valuable contributions to make in the workplace and in their communities. Employment is considered a natural first step in the transition to adulthood, and individuals are supported to explore or create diverse career paths that are meaningful, inclusive, and progressive.

Natural Supports: Support that comes directly from people and community resources, activities and/or relationships rather than being provided through formal 'paid' forms of support. Also known as informal supports.

Self-Employment: An employment scenario in which the individual has started a business, or they are working according to a signed contract (including gig or event based). The individual gets paid directly and is responsible for paying their Canada Pension Plan (CPP), Employment Insurance (EI), and income tax.

Social Enterprises: Businesses owned by organizations or individuals selling goods or services for the dual purpose of generating income and creating a social, environmental, and/or cultural value. Social enterprises can be a means of providing learning, skill development, and/or employment opportunities.

Support Network: Friends, family and/or community members who provide personal support, advocacy and/or help with monitoring services and who have reciprocal relationships with individuals.

3. POLICY

3.1 CLBC employment services must ensure employment opportunities (including those in social enterprises and working for the service provider) meet all conditions of the B.C. *Employment Standards Act*.

3.2 Employment is key to supporting CLBC's vision of communities of belonging, lives with connection. Having a meaningful job is an important way in which most citizens contribute to society. The benefits of employment for individuals include:

- Improved financial security and independence;
- Expanded friendships, social relationships, and participation in their community;
- Increased happiness, self-confidence, and sense of belonging; and
- Expanded skills, abilities, and networks.

3.3 CLBC recognizes:

- Individuals want to work.
- Everyone has important qualities and talents to contribute.
- Employment contributes to economic and social inclusion, and to safety within community.
- Everyone can be successfully employed in the right job if they have the right support, and they want to work.
- Individuals, employment services, employers, and support networks work together to support individuals to develop greater independence through employment supports.

3.4 CLBC operationalizes this approach by:

- Supporting individuals and families and/or support networks to consider employment early in planning.
- Offering employment services to all individuals CLBC supports to access:
 - CLBC employment services,
 - the L.I.F.E. Service, or
 - WorkBC services.
- Supporting individuals to connect to WorkBC if this is their preferred path to employment.
- Prioritizing employment discussions in person-centred planning and services.
- Promoting an Employment First Culture.
- Providing staff with information, tools, and training about employment and employment reporting requirements.
- Sharing knowledge and raising awareness about the value of employment and best practices with individuals, families and/or support networks, service providers, and community partners, including sharing sensitive and supportive ways that best practices align with the *Cultural Safety Policy*.
- Supporting individuals, families and/or support networks, staff, service providers, and community partners to explore individuals' employment potential and develop employment opportunities.
- Being a role model for inclusive employment by hiring individuals with diverse abilities.

3.5 CLBC receives employment services funding from the provincial government which includes matched funding from the federal government. CLBC is accountable for this funding by gathering

data from CLBC-funded employment service providers through the *CLBC Periodic Report for Employment*. Employment service providers are required to submit a report for each quarter.

3.6 CLBC offers three options for employment support:

3.6.1 Employment services - CLBC contracts with service providers, who have experience and expertise in supporting individuals to find and keep work, using approaches that recognize their unique skills and abilities. CLBC-funded employment services typically provide more intensive support when a person is finding work and learning their job. Once an individual is working successfully in their workplace, the service provider will “fade out,” but will support maintenance of the employment opportunity with the individual and/or employer, providing help if needed and to support employment enhancement.

3.6.2 L.I.F.E. Service (Learning, Inclusion, Friendships, and Employment) - The L.I.F.E. Service combines support for individuals interested in employment who also want to connect to their community, pursue life-long learning, and build meaningful relationships. The L.I.F.E. Service is a service that individuals can request under the Supports to Participate in My Community category with the goal of supporting individuals for a future and a life beyond paid services. Refer to the *L.I.F.E. Service Policy* and the *L.I.F.E. Service Practice Guide for CLBC Staff*.

3.6.3 Community Inclusion – Some service providers deliver employment or vocational services through community inclusion.

3.7 CLBC provides a range of employment training, including Employment Foundations and Periodic Report for Employment, for staff and service providers.

4. PRACTICE

In 2014, CLBC adopted the [9 Best Practices of Supported Employment](#) from the Canadian Association for Supported Employment (CASE). CLBC ensures that individuals receiving employment supports experience:

- 1. Choice and Control:** Employment support is guided by the job seeker to achieve their career aspirations.
- 2. Paid Employment:** The job seeker securing employment receives the same rate of pay and benefits as other employees doing the same job. Individuals with competitive positions receive their paycheques directly from the employer.
- 3. Partnership and Mentoring:** Job seekers, employers, and direct service providers determine the individualized strategies for providing the support that will assist in career enhancement. Ultimately, services will facilitate job satisfaction for both the job seeker (now employee) and their employer.

4. **Full Inclusion:** Individuals experiencing disability are socially and economically included in their community.
5. **Job Search:** Employment supports and services are timely and responsive. Appropriate support is provided for job seekers to achieve successful employment.
6. **Individualized:** Employment supports are individualized. Service providers negotiate to meet the unique needs of the employer and the specific skills of the job seeker, one person at a time.
7. **Natural Supports:** Employment supports may fade over time by building on community support and social capital.
8. **Long-Term Support:** The needed support is available to all stakeholders over time to ensure that individuals maintain employment stability and achieve career enhancement.
9. **Continuous Quality Improvement:** Stakeholders are involved in the evaluation of services. Service providers implement advancements and strive for continuous quality improvement.

5. REFERENCES

Guidance for Staff

[CLBC Periodic Report for Employment Practice Guidance \(PRE 2020\)](#)

CLBC Periodic Report for Employment Practice Guidance (PRE 2020) for Monitoring: Using the PRE2020 to support CLBC's Monitoring Framework

[Community Living BC Secure File Transfer Service \(SFTS\) Instructions for Employment Service Providers](#)

[Cultural Safety Policy](#)

Employment Referral Tool for WorkBC

L.I.F.E. Service Practice Guide for CLBC Staff

[L.I.F.E. Service Policy](#)

[Manage Employment Services Workflow](#)

Periodic Report for Employment (PRE) Toolkit

WorkBC Request for Service and Referrals: PARIS and Practice Changes

WorkBC Referral: Questions & Answers

BC Government Resources

[B.C. Employment Standards Act](#)

WorkBC Referral Form

Policy Framework