



Employee Handbook



Fuerste Vaccination Services

Season 2026

Revised February 2026

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Welcome to the Crew!



We are excited to have you join our Crew of hard working and fun individuals for our upcoming 2026/2027 season.

You are officially an employee of an award-winning company and leader in the aquaculture industry.

Fuerste Vaccination Services works hard to be an employer of choice and provide a safe and happy place for you to work.

We hope you have a rewarding season with us! Please don't think of the end of the season as the end of your employment with us, but rather a pause in work. We work hard to have our valued employees return each season

Mission & Values

Mission Statement

To be part of a sustainable future for the aquaculture industry and our environment.

Core Values

Excellence in Service

Our customers are the lifeline to our business. We strive to not only meet, but exceed their expectations through each service we provide. We do this by providing well trained and engaged staff, a strong leadership team, a genuine care for the animals we work with and a drive for continuous improvement.

Innovation

We are passionate about remaining a leader in our industry through seeking out creative methods and promoting continuous development to our team. We continue to seek out and develop best practices and have committed to grow and adapt alongside the aquaculture industry.

Transparency/Trust

We pride ourselves on celebrating our victories, learning from our past experiences and sharing knowledge as a

team. We believe this unites us and allows us to learn and grow in a collaborative way. We are honest, transparent, and committed to doing what's best for our customers and our company. The trust we build through transparency lifts us all higher than we could rise alone.

Health & Safety

The health, safety and well-being of our Crew is something we strive towards in everything we do. Through our clear SOPs, training programs, policies, risk assessments, site inspections, and health and safety meetings with Crew Members, we protect the health and safety of our Crew. We believe that all safety incidents are preventable, and our goal is to have an occurrence rate of zero.

Inclusivity

We respect and value people of all backgrounds and walks of life. We believe in celebrating our differences, valuing the opinion of others and eliminating discrimination in all forms. We will maintain and nurture an environment that is inclusive of all.

Teamwork

Together we are stronger. We work together to meet the needs of our customers while showing each other the utmost respect and consideration. We believe in fostering an environment that is fun, friendly, and where teamwork rules. Let's work hard and laugh harder, together.

Our Promise to You

During your employment with us, we promise that:

- You will be treated with respect and fairness
- You will have a voice
- You will know how you are performing, through thoughtful and comprehensive feedback

- We will make time to have fun and celebrate success
- Your contributions and hard work will be appreciated
- We will strive to ensure that you have the tools and resources you need to be successful

We hope that you have a fun and rewarding season with us. Our team of leaders are here to support you!

Employee Resources

Staff Page

Fuerste Vaccination Services provides a private staff page located on the company website.

To access the Staff Page, go to www.fuerstevaccination.com, click on “More” and “Employee Login”. The **password is “NFT2021”**.

Here you will find useful information such as:

- The company schedule which is kept up-to-date and as current as possible
- Policy manual
- Procedures
- Personal medical form
- Tax forms
- First Aid Report
- WorkSafe BC Form 6
- Near-Miss Form
- OH&S Meeting Minutes
- Safety Data Sheets

Staff are encouraged to login regularly to check updates and changes to schedules and available resources.

If you have any issues navigating or accessing the site, please contact your Production Manager.

Staff Information

Breaks

After five hours of continuous work, staff are entitled to one 30-minute unpaid lunch. Although not required by the Employment Standards Act, we do our best to provide two paid 15-minute coffee breaks per full shift when possible. Typically, one is taken in the morning and one in the afternoon of a full shift. These breaks are meant to help alleviate fatigue and repetitive strain. These breaks must be kept to 15 minutes including removal and donning of gear.

Staff are entitled to one 30-minute unpaid lunch break per full shift. Although not required, we will do our best to provide two paid 15-minute coffee breaks per full shift when possible.

Stretch pauses are also provided and should occur at the Crew Leader's discretion, but not less than once every two hours. These pauses are not coffee breaks and **people should be stretching**, not going to pick up more vaccine or other tasks.

Smoking is to be done in designated areas only. Please properly dispose of cigarette butts and wash your hands after smoking out of respect for the hatchery and your fellow crew mates. Vaping is considered the same as tobacco cigarettes, as such, the same rules apply. Smoke breaks are to occur only at scheduled coffee breaks and lunch breaks.

Time Off Requests

All requests for time off must be submitted via the QuickBooks Time app, and by way of notifying your crew leader. We will do our best to accommodate requests; however, production must take precedence.

Please remain flexible in your availability. Ideally, we will only be working a regular shift, but the fish take priority and we may need to work longer hours. Please do not assume you will be off work at the same time each day. When scheduling personal appointments, make every effort to schedule them later in the day to allow a half day's work, or if necessary, provide sufficient notice to your crew leader if a day off is needed.

Resignation of Employment

Not having a fully staffed crew can have a negative impact on the rest of the Crew Members.

For this reason, we ask that if you need to give your resignation before the end of the season, that you please provide us with at least two weeks written notice. Written notice can be sent to pm@fuerstevaccinations.com

Exit Interviews

Prior to your last day with the company or the end of our season, you will be asked to complete an exit interview. This process is confidential and allows us to gain valuable information about your experience with our company. We ask that you participate in this process.

Payroll & Timesheets

Hours payable are tracked through the QuickBooks Time App. All Crew Members are responsible for clocking in/out and maintaining their own worked hours. Please ask your Crew Leader for assistance if needed.

Paydays are bi-weekly on Fridays with the cut off being the Saturday before. Please keep your banking and tax information up to date. Any changes can be sent to the Director for updating.

Overtime hours are earned as per Provincial labour laws depending on where you are based.

Per Diems

Per diems will be earned and paid in conjunction with your day's wage. Per diems are paid for crew who are actively working and report to work as scheduled. Your Per Diem will be paid on your normal pay cheque on a biweekly basis. Per diems are meant as a supplement to your regular grocery bill. We suggest using condiments or some basics from your home kitchen.

Per diem rates are as follow:

Hotel stays: \$65/working day

- Breakfast = \$15.00
- Lunch = \$20.00
- Supper = \$30.00

Crew house with kitchen: \$30/working day

Pay & Benefits

Upon completion of the 3-month probationary period, each subsequent year the Crew Member returns, the rate of pay will increase by 3%-4% beginning in July.

Returning Seasonal Staff Pay Increases

We value the experience and dedication of our returning seasonal staff. To recognize your contributions and encourage ongoing growth within our team, we provide annual pay increases for returning employees, you must have completed your probationary period or be laid off due to lack of employment. If you resign before the completion of your probationary period, you will not be eligible for any returning staff pay increases or benefits. Your probationary period will begin from the date of your return to FVS..

Experienced Returning Staff (1–4 seasons)

Staff who have returned from previous seasons will receive a **3% hourly pay increase** over their previous rate.

This increase reflects your experience, reliability, and ongoing contribution to the success of our operations.

Senior Returning Staff (5+ seasons)

Staff who have returned for **five or more seasons** are considered senior team members.

Senior returning staff will receive a **4% hourly pay increase**, acknowledging your loyalty, extensive experience, and ongoing leadership within the team.

Crew Leads

Crew Leads carry additional responsibilities, including supervising teams, mentoring, and managing equipment and safety.

Returning Crew Leads will receive a **4% hourly pay increase**, reflecting both experience and leadership responsibilities.

*Employees must have passed their 3 month probationary period, or receive exemption from their Production Manager for this to apply.

A Health Spending Account is available to all staff once the probationary period of three months has been completed. The waiting period will be waived for all returning Crew Members if the probationary period was achieved the previous season. The eligible dollar amount for the Health Spending Account will vary depending on the employee's position with the company.

Transportation Benefit

Fuerste Vaccination Services offers transportation to and from the worksites in a company vehicle, [when available](#). This benefit is optional for staff. If Crew Members are

utilizing this benefit, please respect the meeting time and do not hold up the carpool. The Crew vehicles will only wait 10 minutes. If you are not going to be taking the carpool that day, it is your responsibility to notify another crew member, so your fellow crew mates do not worry and hold up the vehicle.

Staff Communication & Scheduling

The nature of our business results in varied schedules and worksites for our staff. For this reason, staff are required to check their emails, voicemails, and schedule in the QuickBooks Time App frequently and daily for messages regarding scheduling. Messages should be returned within three hours.

Policies & Procedures

As an employee, you will be required to comply with all Company policies and procedures that are in place at the time of your employment or that may be implemented during your employment.

Please refer to our Policy Manual located on our staff page to view the following policies which must be adhered to:

- PPE
- SDS
- Injury & Accident Reporting
- Exposure Control
- Dress Code
- Personal Hygiene
- Fish Handling
- Biosecurity
- Drugs & Alcohol
- Smoking
- Internal & External Communications
- Non-Competition
- Non-Disclosure
- Attendance

- Cell Phone & Electronic Devices
- Bullying & Harassment
- Violence in the Workplace
- Off Duty Conduct
- Crew Vehicles
- Equipment

SOPs are available at the worksite and can be requested from the Production Manager or Machine Technician.

Questions?

Questions about *daily production, fish health, breaks*, should be directed to your Crew Leader

Questions about *schedules, mileage, hours of work, time off, transportation, production*, should be directed to Terry Guest – Production Manager

Questions about *NFT machine or Scala Maskon functioning, vaccine reconciliations, crew vehicle maintenance and site supplies* should go to Richard Davis – Machine Technician

Questions about *payroll, Human Resources, business direction*, should go to Heidi Fuerste – Business Owner

Contact Us

If you have any questions or concerns, please let us know. We are happy to help.

Terry Guest, Production Manager

Email: pm@fuerstevaccinations.com

Phone: 250-287-0799

Richard Davis, Machine Technician

Email: mt@fuerstevaccinations.com

Phone: 250-202-2288

Heidi Fuerste, Business Owner
Email: hfuerste@fuerstevaccinations.com
Phone: 250-898-1260

Notes Page



www.fuerstevaccinations.com



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