

## HEABC member website access policy

### Eligibility

Non-contract employees of HEABC member organizations are eligible to receive access rights to HEABC's member website. All applications for access must be approved by the employer and by HEABC before access will be granted (see **Approval process** section below for details). Any person with a real or perceived conflict of interest – such as a union member – is not eligible for member website access.

### Approval process

Approval takes place at two levels:

- 1) **Within the applicant's organization** – the completed application form must be authorized by one of the following: the applicant's Chief Human Resources Officer; Chief Executive Officer or Administrator.

If the applicant is employed with one of the following members, their completed application form must be approved by the authorized signing authority noted below:

MEMBER	AUTHORIZED SIGNING
Fraser Health	Monica Nicol
Interior Health	Kate Fenton
Island Health	Sharon Torgerson
Northern Health	David Williams or Emily Plummer
Providence Health Care	Katie Twaites
Provincial Health Services Authority	Susan Good
Vancouver Coastal Health	Allison Ho-Rewcastle

- 2) **At HEABC** – HEABC reserves the right to approve or deny access to its member website.

Applications that are not properly authorized will not be processed and the applicant will be notified.

### How HEABC grants access

Once a completed application is received by HEABC, it will take approximately three to five working days to process. HEABC will email the applicant their personal and confidential username and password.

Approved applicants are required to receive HEABC's weekly eNews email that includes HEABC news and bargaining updates as a condition of receiving access to HEABC's member website. **If an employee with HEABC member website access unsubscribes from the weekly eNews, their member website access will be revoked.** Any inquiries regarding the eNews subscription may be directed to the contact below.

Applicants are granted access to HEABC's member website as an employee of the HEABC member organization they apply with. Should they leave the employment of that member organization, their access to the member website will be revoked.

Should an applicant who has previously been granted access to the member website relocate from one HEABC member organization to another, they are required to complete and submit a new application form, and will be provided with a new username and password upon approval from HEABC.

### Contact

Inquiries and applications should be directed to:

#### Membership Website Access

Phone: 604.736.5909

Fax: 604.736.2715

Email: [Membership@heabc.bc.ca](mailto:Membership@heabc.bc.ca)

## Member website application form

**Instructions:** Complete, sign and have this application form authorized as per the approval process. Once completed, scan/ email to [Membership@heabc.bc.ca](mailto:Membership@heabc.bc.ca) or fax to 604.736.2715. Each individual employee/user requires a separate application. Once received by HEABC, it will take three to five working days to process. You will be advised of your username and password.

Please ensure that an authorized signing authority (Chief Human Resources Officer, CEO or Administrator for your organization) has approved your application. **Applications that are not properly authorized will not be processed.**

For assistance completing this form, please contact [Membership@heabc.bc.ca](mailto:Membership@heabc.bc.ca) or 604.736.5909.

### Applicant information

<b>Name:</b>		
<b>Title/position:</b>		
<b>Organization legal name:</b>		
<b>Work site name:</b>		
<b>Phone:</b>	<b>Ext./Local:</b>	<b>Mobile phone:</b>
<b>Email:</b>		
<b>Please indicate one:</b> Non-unionized/non-contract employee <input type="checkbox"/> Unionized/contract employee <input type="checkbox"/>		
<i>* Please note, only non-unionized/non-contract employees are eligible for HEABC member website access.</i>		

### Applicant signature

*By signing this form, I agree that the username and password issued to me by HEABC is solely for my exclusive use and is not to be shared or distributed to others. I understand by obtaining access to HEABC's member website I consent to receive the weekly eNews email that includes HEABC news and bargaining updates. I understand that if I unsubscribe to the weekly eNews my access to HEABC's member website will be revoked. Should I leave the employment of the HEABC member organization listed above, I will advise HEABC accordingly (604.736.5909 or [Membership@heabc.bc.ca](mailto:Membership@heabc.bc.ca)).*

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Authorized signing authority (organization Chief Human Resources Officer, CEO or Administrator)

*Please note that only non-unionized/non-contract employees are eligible for HEABC member website access. Do not authorize applications for unionized/contract employees. Please see **HEABC member website access policy on opposite page** for more information.*

**Authorized by (print name):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### HEABC OFFICE USE ONLY

<b>Date:</b>	
<b>Username:</b>	<b>Password:</b>
<b>Additional comments:</b>	