

Wagepoint Success Series: Episode 02

Top employment tips for small business owners.

Powered by Wagepoint and Goodlawyer



About Wagepoint.

Wagepoint is simple payroll software built just for small businesses and backed by the world's friendliest team.

Our online software was created just for small businesses, automating the most time-consuming parts of payroll so that our customers can get back to doing literally anything else.





Anastasia Valentine
Chief Revenue Officer

Scaler of organizations, Anastasia is well-versed in high tech, leading the charge to innovate, commercialize, market and sell amazing technology solutions. She's also a strong advocate for women in STEM, education and entrepreneurship, and a knitting machine... anyone need a scarf?



Small businesses are our heroes!

The **Wagepoint Success Series** is a celebration of the **entrepreneur experience**, including the thrills, challenges and moments of inspiration that all come with being a small business owner. We hope that you'll join us each month as we gather movers, shakers and disruptors — from all industries and backgrounds — for valuable insights, fearless exploration and engaging discussion. We look forward to being able to connect, learn and discover what it means to find small business success, together.



Pauline Chan

Lawyer in Residence at Goodlawyer

Pauline has over a decade of legal experience helping businesses of all sizes, from sole-proprietors to multinational corporations. She also has experience owning and running her own barre and yoga studio, giving her first-hand experience of what it takes to help your business succeed.

goodlawyer

Goodlawyer is where founders go for specialized legal expertise at a price they can trust. But they're about more than just competent legal work. They're reimagining the future of law by creating a platform that makes people's experiences working with lawyers delightful, memorable and worth telling the world about.





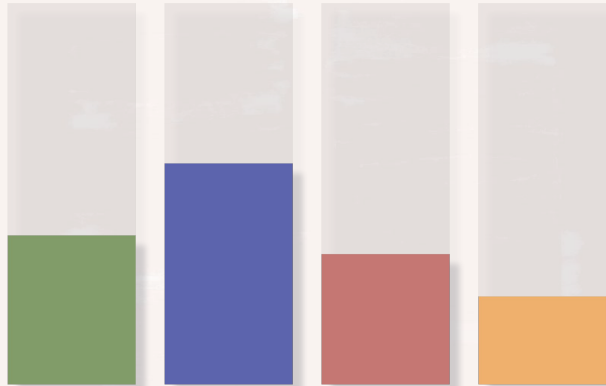
Friendly disclaimer.

This presentation, including commentary in audio or text form, is provided for information purposes only and **should NOT be relied upon as legal advice.**

Poll

Do you have a go-to legal resource for your business?

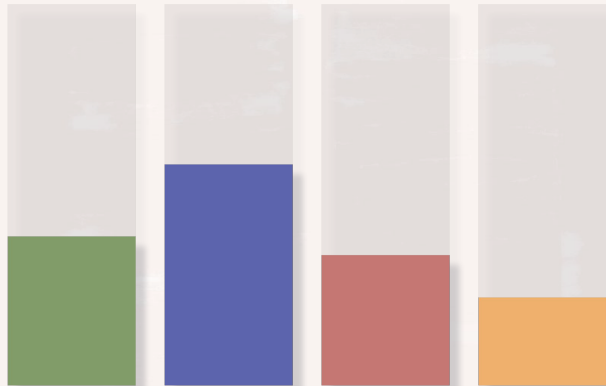
- Yes, we have in-house counsel
- Yes, we have a law firm that handles all of our legal
- No, we consult with lawyers on an ad-hoc basis
- No, I am currently looking for legal counsel



Poll

How many employees/contractors do you have currently?

- 1-4 (owners/founders only)
- 1-4 (owners/founders + employees/contractors)
- 5-10 (owners/founders + employees/contractors)
- 10+ (owners/founders + employees/contractors)



1

Before you hire someone.

Factors to consider:

- Founder roles and exit plan
- Legal documents and strategies
 - Get incorporated!
 - Capitalization records
 - Shareholder agreement
 - Founder employee agreement



2

The hiring process.

Seeing it through a legal lens.

- Be ready to offer:
 - Terms and conditions
 - Tools and equipment
 - Location
 - Pre-conditions
- Alternative scenarios



3

Employment agreements.

What to include:

- Job description
- Compensation (e.g. bonuses, benefits, allowances, etc.)
- Probation / termination / resignation
- Expenses / training / equipment
- Protection of your assets



4

Protecting company assets.

Safeguard what's yours.

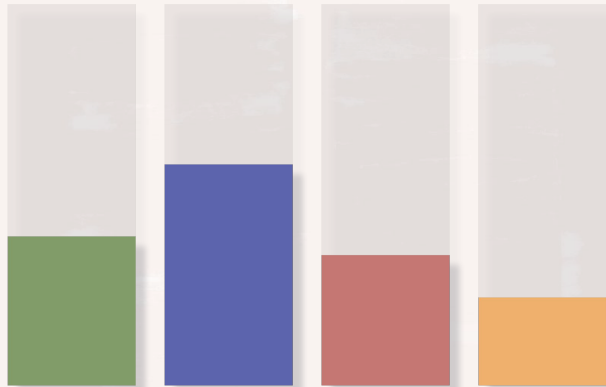
- Intellectual property
- Confidential information
- Other restrictive covenants



Poll

How is your workforce structured?

- Mostly employees
- Mostly independent contractors
- A mix of both



5

Employees vs. independent contractors

- Use contracts
- Limit costly common law exposure
- Capture the key terms
 - Clarify expectations and avoid disputes



6

How should I compensate my employees?

Traditional compensation

- Cash and benefits
- Wages, salary, bonuses and commission
- Capture the key terms
- Legal compliance: Employment and tax law

Equity compensation

- Ownership stake
- Deferred value
- Legal compliance: Corporate, securities and tax



7

Company handbook.

Policies to include:

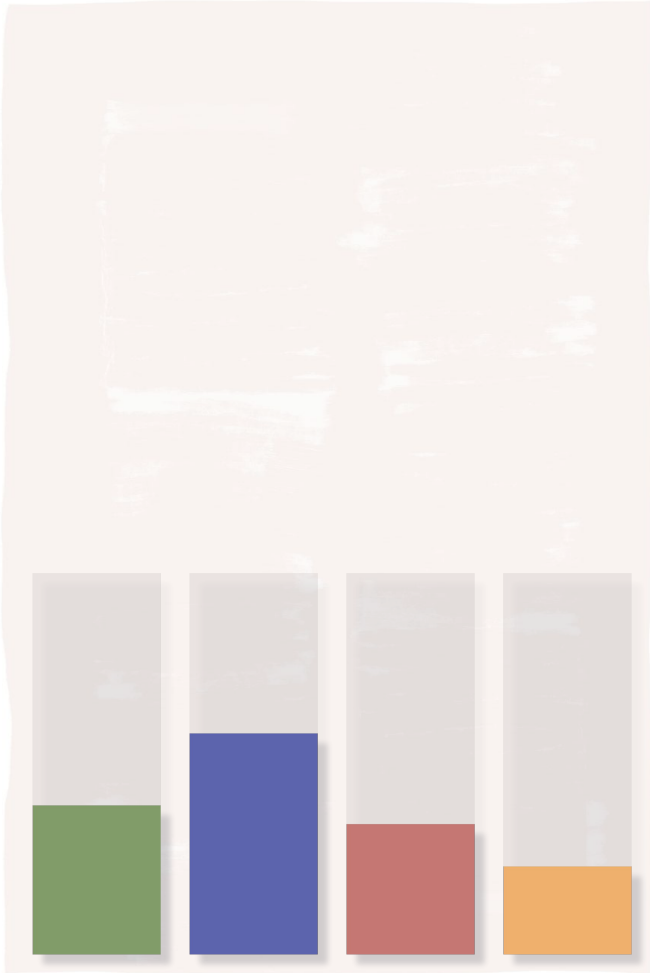
- Expenses, benefits, allowances
- Use of IT resource and facilities
- Privacy
- Harassment and discrimination
- Progressive discipline and performance management
- Core work hours and overtime



Poll

How does your business function?

- In-person
- Virtual
- Hybrid



8

Hybrid or virtual work.

It's not as simple as it seems!

- Key considerations:
 - Employment laws
 - Tax implications
 - Insurance
- Employment agreement
- Policies



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Terminations.

What to know when it's time to part ways:

- No “at-will” employment
- With or without “just cause”
- Termination entitlements
 - Notice
 - Compensation
 - Duty to mitigate
 - Release



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Other legal considerations.

- Minimum employment standards
- Health and safety
- Human rights
- Common law
- Privacy
- COVID-19 rules



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[Create a new account](#) at goodlawyer.ca to claim a FREE 15-minute legal advice session with code **WAGEPOINTFREE**



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A small business guide to recruiting unicorns (and winning the competition for talent)

Wagepoint Success Series: Episode 03 | May 12, 2022



The Value of Time - Introducing Timesheet Mobile: An easy-to-use time & attendance app built for your small business.

Timesheet Mobile Webinar | May 17, 2022

Thanks!

Questions?

Please don't hesitate to reach out to us with any questions.

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