

Handout 1: Employment Standards Flash Cards

Work schedules and time off work	
<p>Meal breaks must be paid.</p> <p>a) True b) False</p>	<p>Answer</p> <p>False. Meal breaks are a 30-minute unpaid break.</p>
<p>How many unpaid meal breaks can I take if I work eight hours?</p> <p>a) Three b) Two c) One</p>	<p>Answer</p> <p>One. Workers are entitled to one half-hour unpaid meal break within every five consecutive hours of work.</p>
<p>My employer must post work schedules telling me when my work begins and ends over a period of at least one week.</p> <p>a) True b) False</p>	<p>Answer</p> <p>True. Employers must give their workers notice of when their work begins and ends over a period of at least one week. The notice should be in writing and posted in the workplace or online where workers can find it easily.</p> <p>Employers must give one week's notice of change in schedule.</p>

Minimum wage	
<p>If I am required to wear a uniform as part of my job as a service station attendant, my employer has to pay for it.</p> <p>a) True b) False</p>	<p>Answer</p> <p>True. Any employer who requires workers to wear special clothing that identifies the business must provide it free of charge.</p>
<p>Under employment standards, I am entitled to a coffee or rest break every four hours.</p> <p>a) True b) False</p>	<p>Answer</p> <p>False. Employment standards do not require coffee or rest breaks. If a coffee break is given, it must be a paid break.</p>
<p>Can I be paid less than minimum wage?</p> <p>a) Yes b) No</p>	<p>Answer</p> <p>Yes. If you are exempt from employment standards (farm workers, outfitters, athletes, casual babysitters) or the minimum wage rules (come-in care providers), you can be paid less than minimum wage.</p>

<p>If I work for a company owned by my friend, can I be paid less than minimum wage?</p> <p>a) Yes b) No</p>	<p>Answer</p> <p>No. The minimum wage is the least amount of money per hour that most workers covered by employment standards can be paid.</p>
<p>How much is minimum wage?</p>	<p>Answer</p> <p>Check www.saskatchewan.ca for the latest minimum wage in Saskatchewan.</p>
<p>What is minimum call-out?</p>	<p>Answer</p> <p>Minimum call-out is a minimum payment of three times the worker's hourly wage. It must be paid every time the employer requires a worker to report for work, even if there is no work for him/her. Minimum call-out for students (K-12) during the school year is one hour at the student's hourly wage.</p>
<p>Only female workers working in a hotel after 12:30 a.m. are entitled to free transportation home.</p> <p>a) True b) False</p>	<p>Answer</p> <p>False. An employer in a hospital, hotel, restaurant or nursing home shall provide free transportation home for each worker (male or female), who is required or permitted to finish work between the hours of 12:30 a.m. and 7 a.m.</p>

<p>Students must be 16 before they can get a job.</p> <p>a) True b) False</p>	<p>Answer</p> <p>False. Under employment standards, 14 and 15 year olds can work if they have their parent or guardian's consent and have completed the YWRCC. There are minimum age requirements under OH&S legislation and other laws that may limit the type of work that can be done.</p>
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Overtime	
<p>How much is overtime pay?</p> <p>a) 1.5 x the hourly wage b) 1.5 x the hourly wage c) 1.75 x the hourly wage</p>	<p>Answer</p> <p>1.5 x the hourly wage</p>
<p>What is overtime?</p>	<p>Answer</p> <p>For most workers, overtime is time worked over eight or 10 hours in a day, (depending on the worker's schedule) over 40 hours in a regular week, or over 32 hours in a week with a public holiday.</p>

Layoff and termination	
<p>What is “just cause” for dismissal?</p>	<p>Answer</p> <p>“Just cause” is not defined in employment standards. It is defined by court cases.</p> <p>“Just cause” for dismissal is when the employer is justified in immediately firing a worker. Usually very serious offences like fraud, theft or violence are considered “just cause.” Employers are not required to give notice or pay instead of notice if a worker was fired for “just cause.”</p>
<p>Before I am eligible for notice I am being terminated, I must have worked more than:</p> <p>a) Three months b) Six months c) 12 months</p>	<p>Answer</p> <p>Three months or 13 weeks is generally regarded as a probation period. Employers do not have to give notice or pay instead of notice during the first three months.</p>
<p>Workers cannot be dismissed if they take time off to be with a sick family member.</p> <p>a) True b) False</p>	<p>Answer</p> <p>True. Employers may not discharge or discipline employees who have worked for them more than 13 consecutive weeks because of absence due to illness or injury of the worker or a dependent family member.</p>

Holiday pay	
<p>What is public holiday pay?</p> <p>a) Pay I get whenever there is a public holiday b) Pay I get only if the holiday falls on a regular day of work for me</p>	<p>Answer</p> <p>Pay for whenever there is a public holiday. It is calculated by multiplying regular wages, excluding overtime and vacation pay, paid on each cheque, earned in the 28 days before the holiday by 1/20 (five per cent).</p> <p>Workers get public holiday pay for 10 public holidays in Saskatchewan, even if they work part time.</p>
<p>As a casual, temporary, seasonal or part-time worker, I am entitled to vacation pay.</p> <p>a) True b) False</p>	<p>Answer</p> <p>True. All workers who work in the province of Saskatchewan are entitled to vacation pay of 3/52 (six per cent) of the worker's total (gross) wage over 12 months.</p>
<p>After working part-time for a year for the same employer, I am entitled to vacation leave of:</p> <p>a) One week b) Two weeks c) Three weeks</p>	<p>Answer</p> <p>Three weeks</p>

<p>What is vacation pay?</p>	<p>Answer</p> <p>Money that is paid for annual vacation. It is calculated by multiplying your total wages for a year by 3/52 or approximately six per cent.</p>
<p>Name two public holidays.</p>	<p>Answer</p> <p>Saskatchewan has 10 public holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day, and Christmas Day.</p>
<p>As a casual worker, I am entitled to vacations.</p> <p>a) True b) False</p>	<p>Answer</p> <p>True. All workers in Saskatchewan are entitled to vacations, no matter what hours they work.</p>

Wages/payroll administration section	
<p>My employer can deduct from my paycheque, cash shortages or the cost of replacing goods I accidentally break or damage.</p> <p>a) True b) False</p>	<p>Answer</p> <p>False. Only deductions required by law (CPP, Employment Insurance, and income tax) or voluntary worker purchases can be deducted from your wages. Employers may recover other costs only if they take the worker to court and win.</p>

My employer must provide me with a written statement of earnings showing vacation pay and public holiday pay I earned for the pay period for which I am being paid.

- a) True
- b) False

Answer

True. Your paycheque must include a written statement that is detachable from the cheque and includes, among other items, the public and vacation pay you have earned during that pay period.

Handout 2: The Day Off Case Study

Casey is a Grade 11 student working at a 24-hour neighbourhood convenience store during the summer months. He works a six-hour shift (5:30 p.m. – midnight) with a 30-minute supper break at 6:30 p.m. Tuesday and Wednesday are his usual days off, and he likes to sleep in on those days. His employer has started scheduling staff meetings for 7-8 a.m. on Wednesday mornings. This is considered the best time because the rest of the staff, except for Casey, is already working. Business is usually slow at that time of day. Since breakfast is provided to all the staff, Casey has been told he will not be paid for attending. He has been told it is critical for him to attend these meetings.

Casey's mother thinks Casey should be paid for attending. Casey thinks that since he is getting breakfast, he should not be paid. However, he does not want to attend the meetings. Since he doesn't usually work on these days, he doesn't see why he should.

1. What are the workplace problems or issues in this situation?
2. What do you think Casey's rights and responsibilities are in this situation?
3. Where could he go for more information about his rights and responsibilities?
4. Do you think this is a conflict of interest or a personal conflict?
5. What is one strategy Casey might use to address this problem?
6. If Casey decides to discuss the issue with his employer, how could he start the discussion? What are some "openers" he could use?
7. Before starting a job, what would you like to know about the working conditions of this job? When would be a good time to ask these questions?

Handout 3: The Break Case Study

Angela is a Grade 12 student working at a local restaurant during the summer months. She typically works a shift from 2:30 p.m. - 11 p.m. She is allowed to take a 20-minute lunch break and two 10-minute coffee breaks. After a week of work, Angela explained to her parents that she could never have a break because the restaurant was too busy and she was often on the floor by herself. When another server was on with her, they would arrange who would take a break and when they would take it. Angela was very upset when she learned that she couldn't take a break when the restaurant was very busy regardless of the arrangements that had been made with her colleague.

On a less busy day, some high school friends of Angela's came into the restaurant for coffee. Angela arranged with her colleague to take a 10-minute break so she could visit with them. When her 10 minutes were up, she went back to work. Her employer told her that it was company policy that workers were not allowed to take breaks with restaurant clients.

1. What are the workplace problems or issues in this situation?
2. What do you think Angela's rights and responsibilities are in this situation?
3. Where could she go for more information about her rights and responsibilities?
4. Do you think this is a conflict of interest or a personal conflict?
5. What is one strategy Angela might use to address this problem?
6. If Angela decides to discuss the issue with her employer, how could she start the discussion? What are some "openers" she could use?
7. Before starting a job, what would you like to know about the working conditions of this job? When would be a good time to ask these questions?

Handout 4: The Vacation Case Study

Clint has just graduated from Grade 12. He has decided to work for a year or two before beginning post-secondary studies. He has been employed since July 1 by a local car dealership and service station, which is owned and operated by his uncle.

During the summer, he worked at odd jobs, but he is now employed in the parts section of the business. Since the job seemed steady, he planned to spend the Thanksgiving weekend with friends in Calgary. However, he was told he had to work for that entire weekend. He asked about overtime pay. He was told workers do not get overtime pay and that working the odd weekend here and there was “part of the job.”

Clint was also asked to work the Remembrance Day weekend since the annual parts orders were due shortly after and staff could not get the orders completed in their regular working hours. He worked again on the Victoria Day weekend.

By June, Clint was looking forward to taking holidays in July and traveling to California with some friends. He had heard that he could expect to take holidays only after being employed for one year. However, his employer has told him that he would only be allowed holiday time after September 1, since he had only been employed as a regular worker rather than summer help after that date. His employer also warned that if they were too busy at work, Clint might have to settle for holiday pay instead of a vacation.

1. What are the workplace problems or issues in this situation?
2. What do you think Clint's rights and responsibilities are in this situation?
3. Where could he go for more information about his rights and responsibilities?
4. Do you think this is a conflict of interest or a personal conflict?
5. What is one strategy Clint might use to address this problem?

Handout 5: The Gentle Art of the Tough Complaint

If you have a problem with working conditions in your workplace:

1. Identify the issue or problem.
2. Research the problem.
3. Determine a strategy for addressing the issue.

If possible, start by discussing the issue with your employer. If not possible, call the Employment Standards Division for help at 1.800.667.1782 or www.saskatchewan.ca.