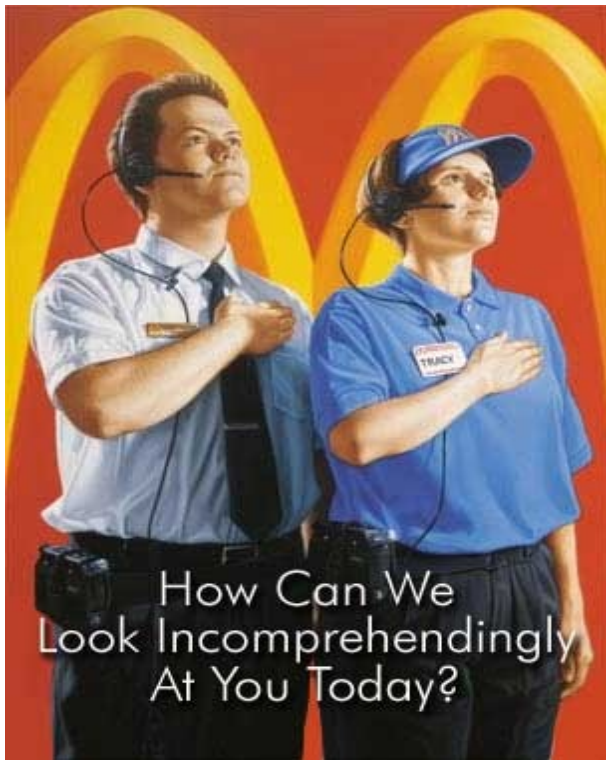


# Employment Standards



# Employment.....it's complicated so pay attention!

- Age – must be 15



## Part Time Job Available!

Grade 11 or 12 student,  
afternoons approx. 4 - 7pm,  
weekends if desired.  
Largely physical work on a  
dairy farm, working with  
and feeding cattle.

If interested, call  
519-234-6711 or email  
[fcmklweber@hay.net](mailto:fcmklweber@hay.net)

# Still Employment

- **Hiring** – can't be charged to start a job or be hired



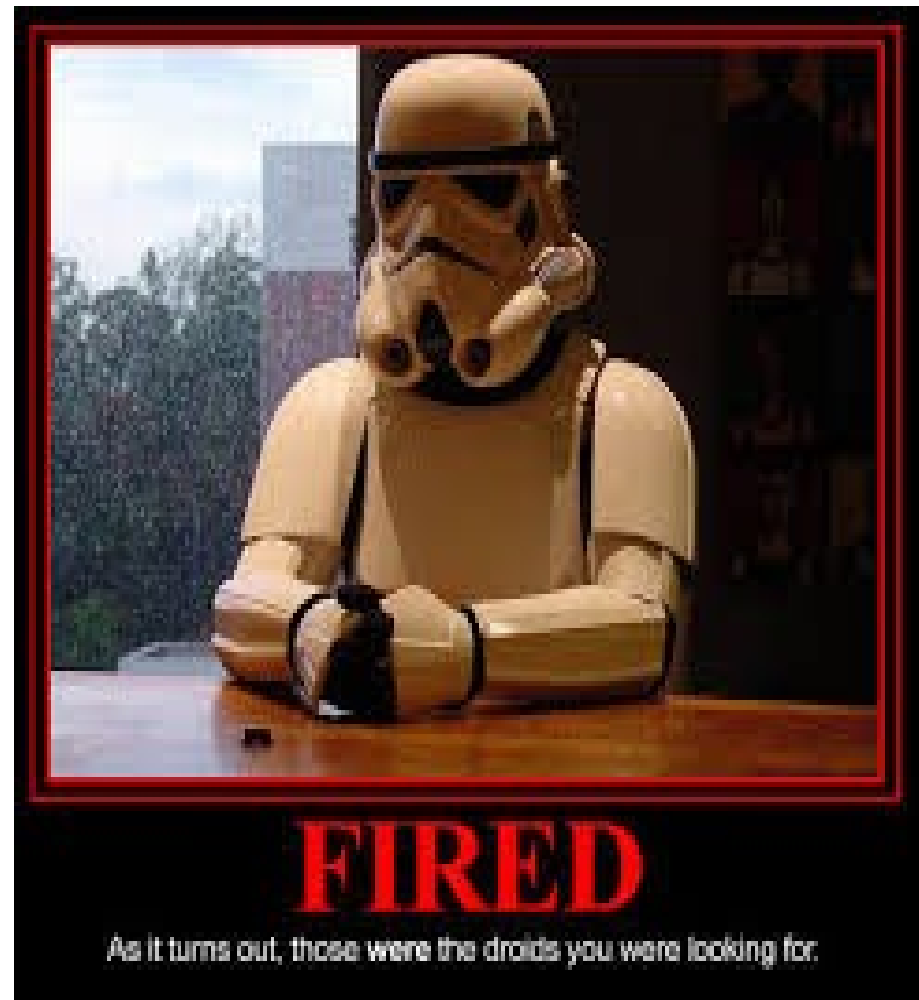
# Still Employment

- Pay days – must be paid within 8 days after pay period



# Still Employment

- Fired?? - must be paid ALL wages within 48 hours



# Still Employment

- Quit?? - must be paid all wages within 6 days



# Still Employment

- Special Clothing – must be provided FREE and maintained and cleaned by employer OR you must be reimbursed for the cost.



# Still Employment

- Pay Stub – must state:
  - Employer's name and address
  - Hours worked
  - Wage rate
  - Overtime wage rate
  - Hours worked regular and OT
  - Amount of each deduction
  - Gross/net wages

CO. FILE DEPT. CLOCK NUMBER  
**MCB 216543 02470383 0**

**XYZ Corporation**  
 100 Corporation Crt.  
 New Town USA 10000


Social Security Number: 999-99-9999  
 Taxable Marital Status: Married  
 Exemptions/Allowances:  
 Federal: 3,529 Additional Tax  
 State: 2  
 Local: 2

Earnings	rate	hours	this period	year to date
Regular	10.00	32.00	320.00	15,640.00
Overtime	15.00	1.00	15.00	780.00
Holiday	10.00	8.00	80.00	4,160.00
Tuition			37.43 *	1,946.80
<b>Gross Pay</b>			<b>\$ 452.43</b>	23,526.80

Deductions	Statutory		
	Federal Income Tax	- 45.22	2,351.44
	Social Security Tax	- 29.83	1,551.67
	Medicare Tax	- 6.98	362.89
	NY State Income Tax	- 17.37	903.24
	NYC Income Tax	- 8.23	427.96
	NY SUI/SDI Tax	- 0.50	31.20
	<b>Other</b>		
	Union Dues	- 5.00	100.00
	401(K)	- 28.85 *	1500.20
	Stock Plan	- 15.00	150.00
	Life Insurance	- 5.00	50.00
	Loan	- 30.00	150.00
	<b>Adjustment</b>		
	Life Insurance	+ 13.50	
	<b>Net Pay</b>		<b>\$ 273.85</b>

\* Excluded from federal taxable wages

Your federal taxable wages this period are \$386.66

**Earnings Statement** 

Period ending: 00/00/0000  
 Pay date: 00/00/0000

**JANE HARPER**  
 101 MAIN STREET  
 ANYTOWN, USA 12345

Other Benefits and Information	this period	total to date
Group Term Life	0.51	27.00
Loan Amt Paid		840.00
Vac Hrs Left		40.00
Sick Hrs Left		16.00
Title	Operator	

**Important Notes**  
 EFFECTIVE THIS PAY PERIOD YOUR REGULAR HOURLY RATE HAS BEEN CHANGED FROM \$8.00 TO \$10.00 PER HOUR.  
 WE WILL BE STARTING OUR UNITED WAY FUND DRIVE SOON AND LOOK FORWARD TO YOUR PARTICIPATION.

VERIFY DOCUMENT AUTHENTICITY - COLORED AREA MUST CHANGE IN TONE GRADUALLY AND EVENLY FROM DARK AT TOP TO LIGHTER AT BOTTOM

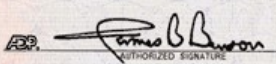
XYZ Corporation  
 100 Corporation Crt.  
 New Town USA 10000

Payroll check number: 02470383  
 Pay date: 00/00/0000  
 Social Security No. 999-99-9999

Pay to the order of: **JANE HARPER**

This amount: **TWO HUNDRED SEVENTY-THREE AND 85/100 DOLLARS** **\$273.85**

SAMPLE NON-NEGOTIABLE VOID VOID VOID  
 VOID AFTER 180 DAYS

  
 AUTHORIZED SIGNATURE

⑈02470383⑈ ⑆04330⑆27⑆ ⑆008448402⑈

IF THE ORIGINAL DOCUMENT HAS A VOID PATTERN ON THE REVERSE SIDE OF THE BACK, IT IS A FAKE. PLEASE TO VIEW WHEN CHECKING FOR FALSIFICATION.



# Still Employment

- **Payroll records** – think you got ripped off?!
  - Must be kept AT place of business and be retained for 2 years after employment ends



# Still Employment

- **Breaks!** - must receive one after 5 hours
- Must be 1/2 hour long
- If you are required to be available to work during a break you **MUST** be paid for it.



# Still Employment

- **Minimum Hours** – must be paid 2 hours if you show up at work (unless you are sick or unable to work)
- If scheduled for 8 hours, you must be paid 4 hours if you show up
- If work is suspended beyond the employer's control...paid 2 hours.



Enjoy this sunset....I couldn't think of a relevant picture to go with the notes!

# Still Employment

- **Between Shifts** – must have 32 consecutive hours free from work
- Paid 1.5 times wage if you have to work during this period
- Must have at least 8 consecutive hours free between each shift

**Take a  
Day Off**



# Still Employment

- **Overtime!** - You can agree average your hours over a 1-4 week period
- This would avoid OT paid by employers but may get you more hours
- If you want to do this it has to be in writing and state how long and how many times this average will continue



# Still Employment

- OT continued -
  - Over 8hrs per day = 1.5 times wage
  - Over 12hrs = 2 times wage
  - Over 40 hrs per week = 1.5 times wage



# Still Employment

- **Stat Holiday!** - must be employed at least 30 days (calendar) and worked 15 days out of the 30
- Paid for average day of work if you have day off
- Paid 1.5 times if you work
- Also paid for an average day's pay

STAT HOLIDAYS BY JURISDICTION	
JURISDICTION	STAT HOLIDAYS RECOGNIZED
Federal	New Year's Day; Good Friday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Remembrance Day; Xmas Day; Boxing Day
British Columbia	New Year's Day; Good Friday; Victoria Day; Canada Day; BC Day; Labour Day; Thanksgiving Day; Remembrance Day; Xmas Day
Alberta	New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Remembrance Day; Xmas Day
Saskatchewan	New Year's Day; Good Friday; Victoria Day; Canada Day; SK Day; Labour Day; Thanksgiving Day; Remembrance Day; Xmas Day
Manitoba	New Year's Day; Louis Riel Day; Good Friday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Remembrance Day; Xmas Day
Ontario	New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Xmas Day; Boxing Day
Québec	New Year's Day; Good Friday/Easter Monday; National Patriot's Day; National Holiday; Canada Day; Labour Day; Thanksgiving Day; Xmas Day
New Brunswick	New Year's Day; Good Friday; Canada Day; New Brunswick Day; Labour Day; Civic Day; Remembrance Day; Xmas Day
Nova Scotia	New Year's Day; Good Friday; Canada Day; Labour Day; Remembrance Day; Xmas Day
Prince Edward Island	New Year's Day; Islander Day; Good Friday; Canada Day; Labour Day; Remembrance Day; Xmas Day
Newfoundland/Labrador	New Year's Day; Good Friday; Memorial Day; Labour Day; Remembrance Day; Xmas Day
Yukon	New Year's Day; Good Friday; Victoria Day; Canada Day; Discovery Day; Labour Day; Thanksgiving Day; Remembrance Day; Xmas Day
Northwest Territories	New Year's Day; Good Friday; Victoria Day; National Aboriginal Day; Canada Day; 1st Monday in August; Labour Day; Thanksgiving Day; Remembrance Day; Xmas Day
Nunavut	New Year's Day; Good Friday; Victoria Day; Canada Day; 1st Monday in August; Labour Day; Thanksgiving Day; Remembrance Day; Xmas Day

# Still Employment

- Leaves -

- **Pregnancy** – 17 consecutive weeks off unpaid
  - Start – no earlier than 11 weeks before birth date. No later than birth date.
  - End – No earlier than 6 weeks after actual birth date. No later than 17 weeks after birthdate





# Still Employment

- Leaves continued -
  - **Parental**
    - 35 consecutive weeks unpaid beginning after the pregnancy leave over (if mom)
    - Dad gets 37 consecutive weeks unpaid off. Must be within 1 year of birth



# Still Employment

- **Leaves continued -**
  - **Family Responsibility**
    - 5 days unpaid per year.
    - To take care of kids or other members of the family.



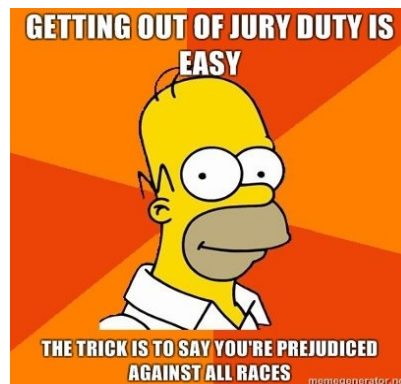
# Still Employment

- **Leaves continued** -
  - **Bereavement**
    - 3 days unpaid on death of immediate family member.



# Still Employment

- Leaves continued
  - **Jury Duty**
    - Time off **MUST** be given
    - All benefits must continue (seniority, vacation pay, pension etc..)
    - It's like you are working a regular shift, just not getting paid for it.



# Still Employment

- During leaves, employer
  - CAN'T change the terms of job, fire you.
  - MUST provide you with your job when you return OR equivalent, same pay.



# Still Employment

- **Vacation!** - Must get 2 weeks after 12 consecutive months of employment
- 3 weeks after 5 years
  - Vacation pay
    - 5 days of employment, begin pay of 4% of total wage
    - After 5 years...6%



# Still Employment

- **Job Ends!**

- After 3 months, employee gets 1 week's wage
- After 12 months...2 weeks pay
- After 3 years... 3 weeks pay
- Add on one week per year up to 8 years

# Still Employment (last one!)

- **Job Ends continued**

- Don't get it if: written notice is given by employer one week after 3 months, 2 weeks after 1 year, 3 weeks after 3 years, etc...
- Employee quits or is fired for a valid reasons...you don't actually do any work, steal etc....

