

# POSITIVE TIPS FOR THE JOB MARKET

## ***Making Sense of Employment Standards***

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Knowing the basics of employment standards in Alberta is useful knowledge for workers. Here are highlights of Alberta's Employment Standards Code that may be useful to you.

For more detailed information, visit the website at [www.gov.ab.ca/hre/employmentstandards](http://www.gov.ab.ca/hre/employmentstandards), or call toll free 310-0000 ext. (780)-427-3731.

### ***Minimum Wage:***

- On September 1, 2005 minimum wage will increase from \$5.90/hr to \$7.00/hr

### ***Hours of Work:***

- Hours worked in excess of 8 hours/day or 44 hours/week (which ever is greater) should be paid at the minimum overtime rate of 1.5 times the normal wage
- If you arrive for work as scheduled, but find that you're not needed, your employer is required to give you at least 3 hours of pay at the minimum wage (\$17.70).
- You must be given at least one day off each week (these can be accumulated and given as consecutive days off).
- If your shift is more than 5 hours long you're entitled to a \_ hour break, with or without pay, during that shift.

### ***Holidays:***

- In Alberta the following are general holidays: New Years Day, Alberta Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, and Christmas Day. Employers may recognize additional days.
- To be entitled to general holidays and holiday pay you need to have worked 30 shifts for your employer within the previous year and the holiday must fall on a regularly scheduled day of work.
- You are entitled to the above days off with pay. If you are required to work a holiday, you should be paid 1.5 times your normal wage for each hour worked as well as a regular day's pay. Alternatively, you may receive a regular day's pay for the holiday as well as another regular working day off with pay. (construction has different rules)

### ***Termination of Employment:***

- No notice is required for termination of employment if the period of employment has been less than 3 months. After 3 months but less than 2 years both parties must provide one week written notice or pay. After 2 years, the written notice or pay required increases to two weeks.

### ***Payment of Earnings:***

- You must be paid no later than 10 days after the end of each pay period.
- When employment ends the requirement for payment of earnings varies depending on the notice required and the notice provided.

Please refer to the website for more detailed information. Experts in the Human Resources field such as the staff at Positive People Placement can also help you make sense of areas of the employment code that may be difficult to understand.

**For more information please contact  
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