

UNDERSTANDING MINIMUM WAGE

Susan Smith works at George's restaurant. She works 40 hours in one week. She gets paid every two weeks. She is a **waitress** and she makes minimum wage. The government decides what the minimum wage is and when it will increase. The employer decides if and when they will increase the wage above minimum wage. There is no law requiring the employer to increase employees' wages above minimum wage.

All employees covered by *The Employment Standards Code* must be paid at least minimum wage for all hours that they work.



Susan's husband Bob is a **salesperson**. He works on commission. He gets more money when people buy more. One pay period he worked 80 hours in two weeks. He made \$500 in commission. The minimum wage laws still apply to workers who earn commission, so Bob must be making at least minimum wage for all the hours that he has worked in that pay period. He worked 80 hours (80 hours X minimum wage).

If he is paid less than minimum wage for the 80 hours that he worked his employer has to pay him extra so he has earned at least minimum wage for all the hours that he worked in the 2 week pay period.

Susan is glad there are laws to protect her family's money. Her employer has to pay her twice a month. She always checks her pay statement & pay cheques to make sure it is correct.

QUESTIONS FROM THE READING



1. Where does Susan work?
2. How many hours does she work in one week?
3. How often does she get paid?
4. How much is minimum wage?
5. Who decides when minimum wage will increase?
6. Bob works on commission. Does he need to get minimum wage?

PAY CHEQUE OF A FULL TIME WORKER

Date: July 30, 2015		Cheque Number 6117	
S.I.N. 617 854 926		Employee Number 1827	
Hours worked	80	E.I.	\$31.28
Rate of Pay	\$20.00 / hr	Income Tax	\$300.99
Vacation Pay	\$64.00	Union	\$6.50
Gross Pay	\$1,664.00	C.P.P.	\$75.70
		Net Pay	
		\$1,249.53	
		Pay Period Ending	
		25/07/15	
George's Restaurant 123 Main Street Winnipeg, Manitoba			
_____ DD MM YYYY			
Pay to the			
Order of _____		\$ _____	
_____ / 100		Dollars	
Credit Union			
456 Portage Ave		_____	
Winnipeg, Manitoba		H. Brown	

UNDERSTANDING PAY CHEQUE DEDUCTIONS

Your pay cheque may have less money than you expect. The employer can subtract (deduct) money from your pay cheque. All of the deductions (the money subtracted) must be helpful for you.

For example, you will pay **income tax**. The tax money will be used to pay for health care and education. You will pay **Employment Insurance**, which is called “**E.I.**”. This will help you when you don’t have a job. You will pay the **Canada Pension Plan**, which is called “**C.P.P.**”. This will give you money when you are retired. You might pay money to the **union**. They will help you talk to your employer about problems in the workplace. Some employers subtract money for **health insurance**. This will help you pay for health problems.

QUESTIONS ABOUT SUSAN’S PAY CHEQUE:

Look at the Susan’s pay cheque on page 10 and answer the questions.

1. How much income tax did Susan pay? _____
2. How much Employment Insurance? _____
3. How much Canada Pension Plan did Susan pay? _____
4. How much did Susan pay for the union? _____
5. How much did Susan pay for health insurance? _____



UNDERSTANDING PAY CHEQUE DEDUCTIONS

Your pay cheque may have less money than you expect. The employer can take money (deduct) from your pay cheque. All of the deductions (the money subtracted) must be for your benefit.

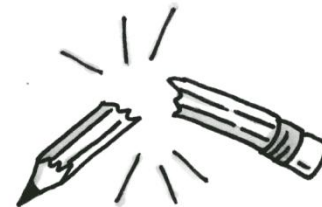


For example, you will pay tax. The tax money will be used to pay for health care and education. You will pay unemployment insurance. This will help you when you don't have a job.



You will pay the Canada Pension Plan (CPP). This will give you money when you are retired. You might pay money to the union. They will help you if you have any problems with your employer. Some employers subtract money for health insurance to help you pay for any expenses related to health problems.




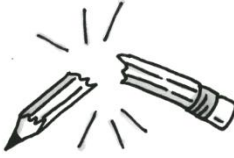

The employer cannot subtract money from your pay cheque if you break something, or if something is lost or stolen. The employer cannot charge you for some kinds of safety equipment.



The employer cannot subtract money to pay for a class that you have to take to learn information that is only helpful for your job with that employer.

UNDERSTANDING PAY CHEQUE DEDUCTIONS

Can the employer deduct this money? Write "YES" or "NO".

	<p>Health insurance money to help pay for your new glasses.</p>	
	<p>Canada Pension money for when you are retired.</p>	
	<p>The \$50 of the employer's money that was stolen while you were working.</p>	
	<p>The pencil you broke while working.</p>	
	<p>Money for income tax</p>	

UNDERSTANDING UNIFORMS AND DRESS CODES

Listen and fill in the blanks.

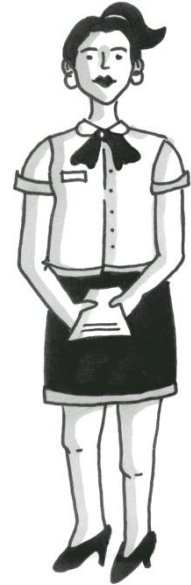
Employers _____ an employee pay for a uniform.

Employees _____ how they will clean their uniform.

Uniforms are only useful in the workplace. They _____ the employer's name or colours. They _____ the employer's _____ or _____ on them. Employees _____ in the style or colour. They only wear the uniform while working.

Employers can have a _____. The employees need to buy the clothes, but they can choose where to buy them. They _____ the clothes at another place. For example, a common dress code for a restaurant is a white shirt and black pants.


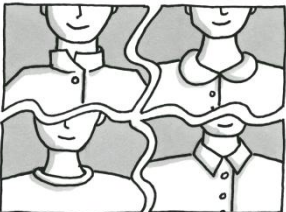
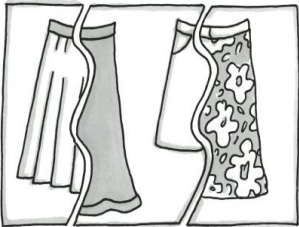
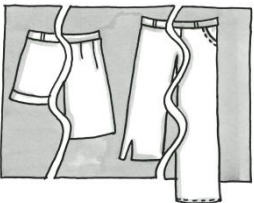

The dress code _____ the employee how to dress. The dress code tells the employee what to wear or not wear. Here is an example:



HOW NOT TO DRESS...	HOW TO DRESS....

UNDERSTANDING UNIFORMS AND DRESS CODE (continued)

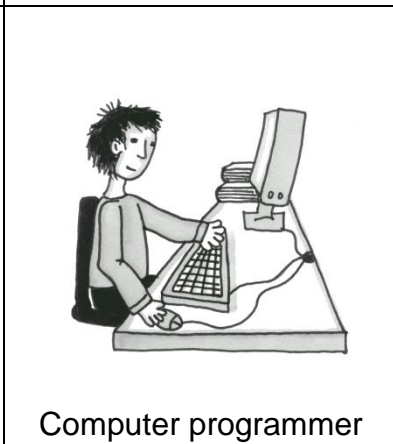
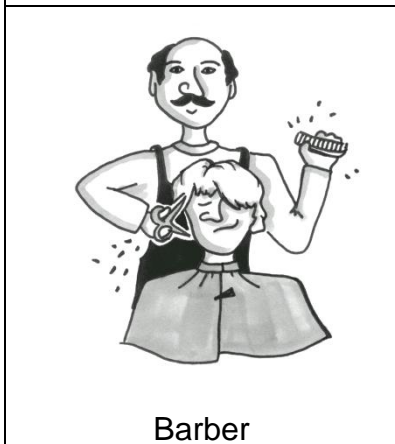
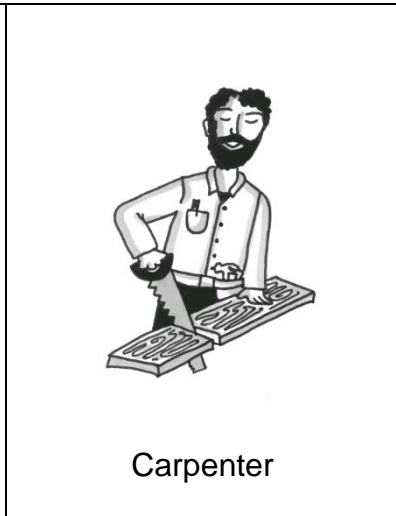
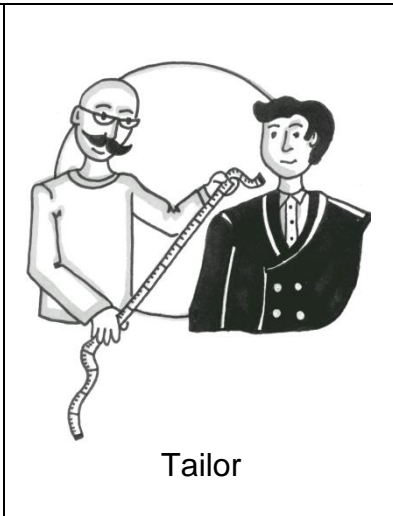
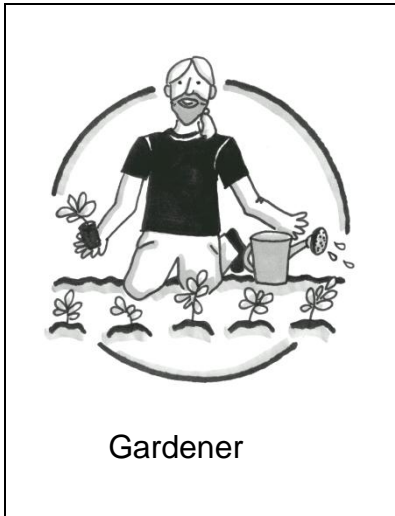
The dress code _____ the employee what the clothes should look like:

	How long the _____ can be
	What style the _____ can be
	What style and length and colour the _____ can be
	What style and length and colour the _____ can be
	What style and length and colour the _____ can be

JOBS THAT USUALLY HAVE UNIFORMS

 <p>Industrial worker</p>	 <p>Chef</p>	 <p>Maid</p>
 <p>Paramedic</p>	 <p>Department store worker</p>	 <p>Chauffeur</p>
 <p>Fast food worker</p>	 <p>Mechanic</p>	 <p>Security guard</p>

JOBS THAT USUALLY DO NOT HAVE UNIFORMS



RECORD KEEPING & PAY STUBS

Your employer will write down information about you. For example, your employer will need your name, address, date of birth and occupation.

It is a good idea for employees to also keep records of when they work and what they have been paid. It is easy to write the hours on a calendar.

PARTNER A



December

Ahmed Abdul has only worked for two weeks. He started on December 15. Ask your partner about how many hours Ahmed worked on the dates that are in **BOLD** numbers, and record it. (For example: “How many hours did Ahmed work on December 16th?”)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15 8 hours + 1 hour overtime
16	17 8 hours	18	19 2 hours	20	21 DAY OFF	22
23 7 hours	24	25 GENERAL HOLIDAY 4 hours overtime	26	27 7 hours	28	29
30	31					

WORKING OVERTIME

The standard hours of work are **8 hours in a day** and **40 hours in a week**.

Any unpaid breaks are not included in the hours of work. For example:

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total hours	
							Regular	Overtime
8	8	8	8	8	8	8	40	16
8	6	6	8	10			36	2
10	6	10	6	10			36	6

Employers need to pay **1 ½ times** the employee’s regular wage for the overtime hours. Employers need to **ask** their employees to work overtime. The employee can **choose** to work overtime, or to not work overtime. An employee cannot work overtime without the **employer’s permission**. Employers and employees can agree that employees can take **time off instead of pay** for overtime; this is called “banking overtime”. The time off given must be 1 ½ hours for each hour of overtime worked and employees are paid their regular wages during the time off. The time off must be taken within 3 months of working the overtime.

Answer the questions by looking at the calendar that you completed on page 18 or 19 for Ahmed Abdul.

1. How many total hours of work did Ahmed work in the two weeks? _____
2. How many of the hours were for regular pay? _____
3. How many hours were for overtime pay? _____
4. Ahmed is paid a regular wage of \$20.00 an hour , and \$30.00 an hour for his overtime wage. How much money did Ahmed make, before any deductions, in two weeks?



(____ hours regular x \$20.00) + (____ hours overtime x \$30.00) =
