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## UNIT ONE: AN INTRODUCTION TO EMPLOYMENT STANDARDS

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**Materials needed:**

- Student pages 1 to 8
- Track 6: “Laws to Protect Young Workers”

**Objectives: Students will be able to...**

- Know whether a job or occupation is covered by Employment Standards or not. (Pages 1 & 2)
  - Understand the information on an Employment Standards complaint form, and how to fill it out. (Pages 3 to 5)
  - Listen to a dialogue between a radio announcer and an Employment Standards Officer and record information regarding the legislation regarding young workers. (Pages 6 to 8)
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### 1. WHO IS COVERED BY THE EMPLOYMENT STANDARDS LEGISLATION?

**Activation activity:** Before starting the unit, the teacher writes “What jobs do you think are covered by Employment Standards? What jobs do you think are not covered by Employment Standards?” THINK PAIR SHARE. Students work in partners or small groups to brainstorm the answers. After they are finished, the teacher asks them to report on their answers and writes their answers on the board. She then hands out the student photocopy [page 1](#). The teacher then explains that most jobs (90%) in Manitoba are covered by Employment Standards, and Federal and professional jobs (which have their own codes) are among the few kinds of jobs that are not covered by the Employment Standards legislation. The teacher should then go through the list and see which jobs were already predicted by the students, and explain the ones that weren’t mentioned.

**Activity:** The teacher hands out student photocopy [page 2](#), and models how to do the activity. Students are going to role play the process of phoning the Employment Standards. One student will be the Employee. This student will pick a job mentioned on [page 1](#) for the other student to guess. For example, He/she might choose to be a child care worker in a daycare, which is covered by Employment Standards. He/she will then tell the officer about the job, without saying the name of the job, according to the script on the worksheet. The officer will then ask questions to find out what kind of job it is, and tell the caller whether it is covered by the Employment Standards legislation. After the students are finished, they switch roles and practice again, and/or switch partners and practice again.

### 2. HOW TO GET INFORMATION ABOUT EMPLOYMENT STANDARDS

**Activation activity:** The teacher writes on the board, “Have you ever filed a complaint about something? If so, about what? If not, why not? Is it common in your culture to complain about a product or an employer?” THINK PAIR SHARE. Students work in partners or small groups to discuss the questions, and then the teacher discusses the answers with the whole class.

**Activity:** The teacher hands out student [pages 3, 4 and 5](#), and explains that the Employment Standards Officers are trained to answer questions regarding the minimum standards that employers need to use with their employees. When an employee explains a problem that

both the employee and the officer agree is potentially outside of the standards, a complaint form needs to be filled out so that the officers can look into the matter further. (The complaint form is also available on the Employment Standards website.) The complaint form is in both English and French, as Canada is a bilingual country. The students are to skim through the information on the complaint form and answer the questions. The teacher discusses the information after.

#### ANSWERS FOR PAGE 3

1. (a) Where is the Employment Standards Branch located? 401 YORK AVE  
(b) Which floor is it on? SIXTH FLOOR
2. What will happen right after the complaint form is filled out? (see the “\*\*”) AN EMPLOYMENT STANDARDS OFFICER WILL CONTACT YOU TO DISCUSS THE DETAILS.
3. How much time does the employee have to file the complaint? SIX MONTHS.
4. What happens after the complaint is filed? AN EMPLOYMENT STANDARDS OFFICER AT THE CUSTOMER SERVICE CENTRE WILL SPEAK WITH BOTH THE EMPLOYER AND EMPLOYEE TO GATHER INFORMATION.
5. Who is the problem referred to if the customer service centre can't solve the problem? A FIELD OFFICER
6. What happens if the matter goes to a hearing?  
THE EMPLOYERS AND EMPLOYEES MUST TESTIFY AND PRESENT EVIDENCE IN SUPPORT OF THEIR CASE TO THE MANITOBA LABOUR BOARD.
7. What is the address of the web site? [www.gov.mb.ca/labour/standards/](http://www.gov.mb.ca/labour/standards/)
8. What is the phone number in Winnipeg? 945-3352
9. What is the toll free number? 1 - 800 - 821 - 4307
10. How many employment standards offices are there in Manitoba? THREE. WINNIPEG, BRANDON and THOMPSON

### 1. LEGISLATION ABOUT YOUNG WORKERS

**Activation activity:** The teacher writes on the board, “How young were you when you had your first job? What kind of laws are necessary to protect young workers?” THINK PAIR SHARE. Students discuss with partners or in a small group briefly, and then the teacher debriefs the results with the class.

**Activity:** The teacher hands out student [page 6](#), and the students listen to the recording found on Track 6: “Laws to Protect Young Workers”. While they are listening, they are to take notes on the questions found on [page 6](#). They can refer to the transcript on [page 7](#) and [page 8](#) if needed.

ANSWERS for page 6

1. How old must a person be to work?

CHILDREN HAVE TO BE AT LEAST 12 YEARS OLD TO WORK. HOWEVER, AT 12 YEARS OLD, THEY WILL STILL NEED TO HAVE A CHILD EMPLOYMENT PERMIT.

2. Are there restrictions on when young people can work?

A CHILD UNDER THE AGE OF 16 CANNOT WORK PAST 11 PM.

3. How often can young people work?

THEY ARE ONLY ALLOWED TO WORK 20 HOURS PER WEEK, SO THAT THEIR WORK DOESN'T INTERFERE WITH THEIR SCHOOLING, DURING THE SCHOOL YEAR.

4. Can young people work alone?

YOUNG PEOPLE MUST HAVE ADULT SUPERVISION AT ALL TIMES. THEY CANNOT WORK ALONE.

5. Do young people have the same rights as other employees?

YES, THEY DO, JUST LIKE EVERYBODY ELSE, THEY HAVE THE SAME RIGHTS AS OTHERS DO.



END OF UNIT ONE