



Saskatchewan
Labour



Guide for New Workers

Counsellor/Classroom Edition

Part of the *Ready for Work* series of resources.

- Can be photocopied in whole or part for instructional use with work experience and pre-employment classes, small groups or individuals.

- For further information, contact:

Saskatchewan Labour
Prevention Services
1870 Albert St.
Regina, SK S4P 3V7

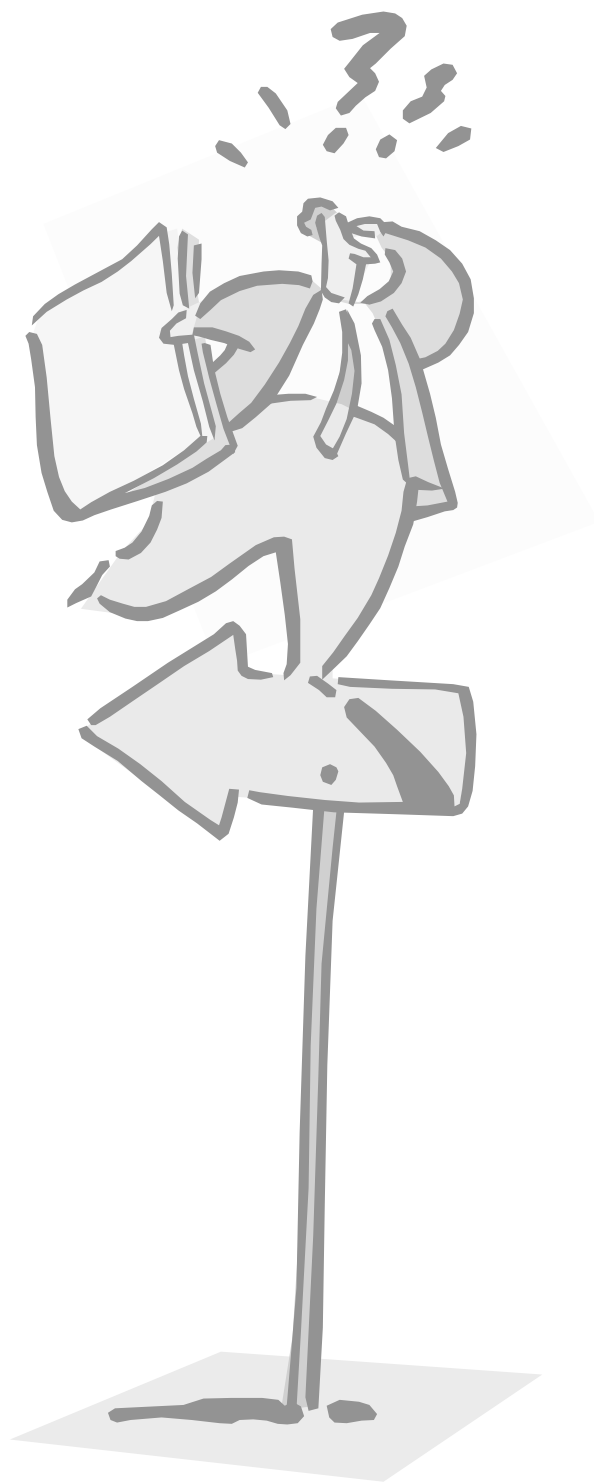
Inquiry: (306) 787-3151
Toll free: 1-877-419-3510
Fax: (306) 787-0036



June 2002

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Background

Ready for Work

Saskatchewan Labour developed the Guide for New Workers.

This guide is part of the *Ready for Work* series of education and training resources. *Ready for Work* focuses on helping new or young workers make a successful transition to work. The resources promote the development of safe, fair, cooperative, representative and productive workplaces.

This guide brings together a lot of valuable workplace information. New workers and employers know that it takes more than a job to be ready for work and to be successful at work.

This guide covers a broad range of topics. The topics are organized by the four phases of the job cycle:

- entering or re-entering the job market
- starting a job
- during a job
- leaving a job

You can view other information on the topics listed in this guide at the *Ready for Work* website: www.readyforwork.sk.ca

This edition of the Guide for New Workers represents information that was available as of June 2002.



Who's covered?

In Canada, some jobs are governed by provincial rules, while other jobs fall under federal rules. About 90 percent of jobs in Saskatchewan fall under provincial rules or “provincial jurisdiction.” Most provincial laws and regulations for work are found in *The Labour Standards Act*, *The Occupational Health and Safety Act*, and *The Trade Union Act*.

The other 10 percent of jobs in Saskatchewan are under federal government jurisdiction. Most federal laws and regulations for work are found in *The Canada Labour Code*. Jobs under federal jurisdiction include those in telecommunications, banking and transportation as examples.

Although the Guide for New Workers is primarily written for jobs under provincial jurisdiction, this guide will be helpful for all new workers. Whether the job you seek is under federal or provincial jurisdiction, your employer will expect you to have good work habits (for example, be on time, do the best job you can, work safely, etc.). Similarly, how you approach finding a job (for example, preparing a resume, networking, job research) is not determined by federal or provincial laws about work.

Although *The Labour Standards Act* covers many occupations in Saskatchewan, there are some notable exceptions and variations in coverage that the new worker should know.

Farming

The Labour Standards Act does not apply to an employee primarily employed in farming, ranching, or market gardening. However, the operation of egg hatcheries, greenhouses and nurseries, and bush clearing operations do not fall within the meaning of farming, ranching or market gardening.

The Occupational Health and Safety Act, unlike *The Labour Standards Act*, does apply to an employee primarily employed in farming, ranching, or market gardening.

Home Workers

If you work out of your own home for someone else, you're a home worker. You might do work such as sewing, taking orders for goods or services over the phone, or office work via computer links. As a home worker, you're entitled to all the rights and benefits of *The Labour Standards Act*. That includes leaves, notice of work schedules, meal breaks, notice of termination and so on.

Sitters

You are a sitter if you come in on an occasional, short term basis to allow parents to go shopping, to the movies, etc. As a sitter, you are not covered by *The Labour Standards Act*.

Domestic Workers

If you're hired to perform work in the private residence of the employer related to the management and operation of the household (that is, cleaning, washing and gardening), you're a domestic worker.

Come-in domestic workers are entirely covered by *The Labour Standards Act*. Some special rules apply to live-in domestic workers. For more information, contact the Labour Standards Office closest to you.

Care Providers

You're a care provider if you're hired for the care and supervision of an immediate family member in either the home of the employer or the home of the family member requiring care.

Come-in care providers are exempt from minimum wage, overtime and the requirement to provide notice of termination or pay in lieu of notice. All other Labour Standards provisions apply. There are some special provisions for live-in care providers. For more information, contact the Labour Standards Office closest to you.

Overtime Exemptions

Overtime provisions do not apply to: people working north of the 62nd township, except within a 10 km radius of La Ronge, Creighton, and Uranium City; domestic workers and care providers; managerial or professional employees; other designated employees. Contact the Labour Standards Office closest to you for more information.

Ready for Work website	www.readyforwork.sk.ca
Index for Acts and Regulations	www.labour.gov.sk.ca/acts-regs/index.htm
The Canada Labour Code	laws.justice.gc.ca/en/L-2/index.html

Saskatchewan Labour Contact Information

Labour Standards

Estevan
(306) 637-4572

Regina
(306) 787-2438

Moose Jaw
(306) 694-3093

Saskatoon
(306) 933-5042

North Battleford
(306) 446-7491

Swift Current
(306) 778-8497

Prince Albert
(306) 953-2715

Yorkton
(306) 786-1390

Regina (toll free)
1-800-667-1783

Occupational Health & Safety

Regina
(306) 787-4496
1-800-567-7233

Saskatoon
(306) 933-5052
1-800-667-5023

Prevention Services

Regina (toll free)
1-877-419-3510
(306) 787-3151

Fax: (306) 787-0036

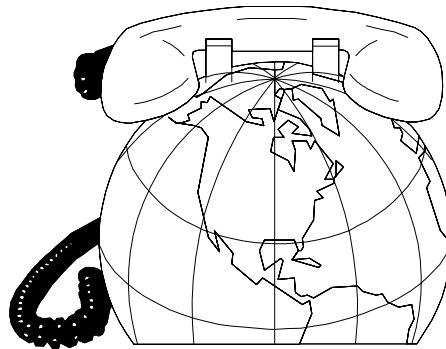
Mailing Address

Prevention Services Branch
Saskatchewan Labour
4th Floor, 1870 Albert Street
Regina, Saskatchewan S4P 3V7

Websites

Saskatchewan Labour
www.labour.gov.sk.ca/

Ready for Work
www.readyforwork.sk.ca/



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The Big Picture

Introduction

The job cycle

This guide is designed for new or young workers. It can also help employers and supervisors. The guide answers a lot of everyday work-related questions. Good communication is very important for a good working relationship between workers and supervisors/employers.

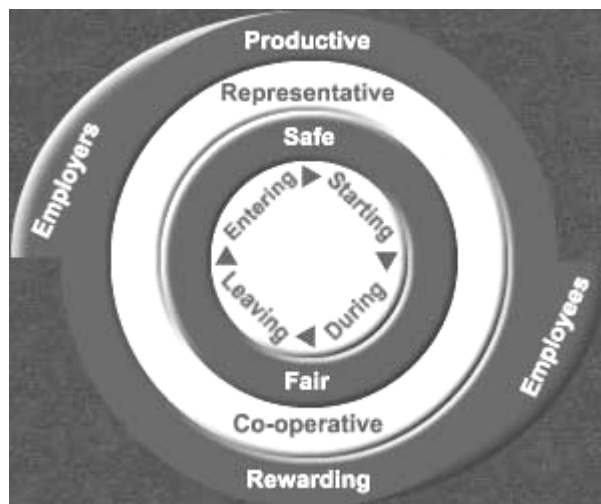
New workers have many questions about the job and the workplace. New workers are also more likely to be injured than more experienced workers. For this reason, health and safety is emphasized throughout the guide.

The symbol on the front cover represents the worker and the employer working together. Good communications contribute to productive and rewarding experiences for both workers and employers.

The diagram below expands on the graphic from the front page. The world of work is very dynamic. There is no standing still. New workers are continually entering or re-entering the workforce. There is a continual process of starting and leaving jobs.

The diagram shows that more productive and rewarding workplaces are those that respect:

- safety and health
- fairness and equity
- co-operation and teamwork
- inclusiveness and diversity



Facts about young workers*

There were 144,800 persons between 15 and 24 years of age living in Saskatchewan in 2000.

- 19% were aboriginal.
- 66% were in the labour force.
- Of the 85,800 young persons employed, 61% worked full-time and 39% worked part-time.
- This age group had 7,864 injury claims accepted by the Saskatchewan Workers' Compensation Board (WCB).
- While this age group represented 18% of the workforce, it accounted for 24% of the injury claims accepted by the WCB.

The three industries with the highest number of injury claims for the 15-24 age group were:

- hotels, motels, restaurants, catering and protective services
- department stores and food outlets
- building construction

One in seven young workers belonged to a union.

Saskatchewan Workers' Compensation Board (statistics) www.wcbsask.com/Facts_&_Figures/Statistics.html

* Based on Statistics Canada data (2000).

The Canadian Charter of Rights and Freedoms

The Charter ensures the fair treatment of all people in Canada. It is relevant in each phase of the job cycle. Your rights include:

- the right to vote* or be a candidate in federal and provincial elections
- the right to enter, remain in, or leave Canada
- the right to earn a living and reside in any province or territory
- the right to communicate in English or French with the federal government and certain provincial governments
- the right of French and English minorities in every province and territory to be educated in their own language
- the right to apply for a Canadian passport

Your responsibilities as a good citizen include:

- appreciating and helping to preserve Canada's multicultural heritage
- allowing other Canadians to enjoy their rights and freedoms
- eliminating discrimination and injustice
- understanding and obeying Canada's laws
- voting in federal, provincial and municipal elections
- respecting public and private property
- supporting Canada's ideals, building the country we all share

* You must be 18 years of age to vote.

**Canadian Charter
of Rights and Freedoms**

laws.justice.gc.ca/en/charter/index.html

**Citizenship and Immigration Canada
(rights & responsibilities)**

www.cic.gc.ca/english/newcomer/fact_08e.html



Entrepreneurship

New and young workers today have many opportunities to develop their entrepreneurial skills and business interests.

The business community is open to the ideas of young people as never before. Everyday you hear or read about the development of a new product or service that has the imagination, initiative and energy of young workers behind it.

No two entrepreneurs are alike. Some of the general skills you need to be a successful entrepreneur are the ability to:

- recognize opportunities
- carry out research to figure out if you have identified a viable opportunity
- develop an innovative idea
- communicate your vision to investors or potential partners
- make financial plans and figure out costs and budgets
- set goals and priorities, and follow through on your plans

As an entrepreneur, you may work independently or for a company. Entrepreneurs can make significant contributions to the productivity and profitability of their own businesses or corporations.

Programs that support young persons' interest in business entrepreneurship include:

- Aboriginal Business Canada, Industry Canada
- Canadian Youth Business Foundation
- Young Entrepreneur Financing Program, Business Development Bank of Canada
- The International Trade Personnel Program, Western Economic Diversification Canada
- Mentor Program, The Regina Chamber of Commerce (other Chambers of Commerce may offer similar programs elsewhere in the province).

Telephone numbers for the programs listed above appear in the Agencies to Contact section later in this guide.

**Aboriginal Business
Canada**

<http://strategis.ic.gc.ca/SSG/ab00112e.html>

Mentor Program

www.reginachamber.com/mentorProgram.htm

Using this guide

The Guide for New Workers is about real situations workers encounter while in the job cycle.

The **Counsellor/Classroom Edition** of the *Guide for New Workers* provides more detailed information than the **Student Edition** that was printed in handbook style.

The Guide is organized into topics within each phase of the job cycle. Questions and answers appear under each topic in the guide. The topic list (first page) gives you the page numbers to go to for the questions and answers on each topic.

The sections on agency contacts and websites provide phone numbers and website addresses for key workplace agencies.



The Job Cycle

Topics at a glance

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Entering/reentering

Age

What age can I start working?

In Saskatchewan there is no minimum age to work.

However, you have to be 16 years old to work in hotels, restaurants, educational institutions, hospitals and nursing homes.

You have to be 16 years old or older to work in the following hazardous workplaces:

- on a construction site
- in a production process at a pulp mill, sawmill or woodworking establishment
- in a production process at a smelter, foundry, refinery or metal processing or fabricating operation
- in a confined space
- in a production process in a meat, fish or poultry processing plant
- in a forestry or logging operation
- on a drilling or servicing rig
- as an operator of powered mobile equipment, a crane or a hoist
- where exposure to a chemical or biological substance is likely to endanger your health or safety
- in power line construction or maintenance

If you're less than 18 years of age, you can't work:

- underground or in an open pit at a mine
- as a radiation worker
- in an asbestos process or silica process
- where you need to use an atmosphere-supplying respirator

The Occupational Health and Safety Regulations, (Part III, Section 14) place restrictions on the employment of young persons under the ages of 16 and 18 years.

Under *The Minimum Wage Board Order* (1998 Section 8), the minimum age at which persons may be employed in an educational institution, hospital, or nursing home, hotel or restaurant is fixed at 16 years. *The Alcohol and Gaming Regulation Act* (Part VII, Section 115) prohibits those who are minors (under 19 years of age) from working in the sale, handling or serving of alcohol. *The Minimum Wage Board Order* is pursuant to *The Labour Standards Act*.

Can I work during school hours?

The Education Act may require you to get the written permission of your school principal if you are under the age of 16 and want to work during school hours. You should inform your parents about your decision to work, but there is no legal requirement to do so.

Job market

What is the job market?

The need for workers in different jobs makes up the job or labour market. You will have a better chance of finding a job if you know the characteristics of the labour market in your area.

Are there occupations in which it's easier to find work?

Let's say you're interested in working in an office as a data entry clerk. If the number of job openings as a data entry clerk exceeds the number of people available to work as data entry clerks, then we say that 'data entry clerk' is a demand occupation. Data entry skills are hard-to-find skills. If the number of people available to accept work as data entry clerks exceeds the number of job openings, then we say that 'data entry clerk' is a surplus occupation.

Knowing what the demand or surplus occupations are in your area will help when you're looking for work.

How can I find out about those occupations?

To keep track of the occupations that you're interested in, review the newspaper want ads. You will see trends in employment openings.

Checking some of the employment sites on the Internet will give you information for your area of the country and other areas. The SaskNetWork website at www.sasknetwork.gov.sk.ca is an excellent first stop for career, employment and labour market information in Saskatchewan.

Reading the paper to see where industries or businesses are developing will also give you a picture of what the demand occupations are in your area.

Employers need

What should a worker be like?

All new workers need to know what employers' expectations are for a new worker's skill level, attitude and what s/he needs to know. Though employers will expect slightly different things, the Conference Board of Canada identifies the basic skills needed for employability and self-employment as follows:

- academic: communicating, managing information, using numbers, thinking and problem solving
- personal management: showing positive attitudes and behaviours, being responsible, working safely, being adaptable and learning continuously
- teamwork: working with others and participating in projects and tasks

An article, called "Science Literacy for the World of Work," lists the competencies specific to science, technology and mathematics. It identifies employee knowledge, skills and abilities needed for an innovative, productive and competitive workforce:

- attitudes and behaviours
- critical-thinking skills
- communication skills
- science, technology and work
- numeracy
- problem solving
- participating in projects and tasks independently or as part of a team
- information technology

This list includes the area of health, safety and the environment. Important in this area is the idea of recognizing substances, circumstances and actions that may be hazardous to people and the environment, and acting appropriately to deal with them.

Checking with your employer to see if you have what s/he needs often takes place in the interview.

Your employer will expect you to have specific employability skills to start and s/he will expect you to learn tasks specific to the job you'll be doing. Your employer should provide adequate orientation and training.

The Conference Board of Canada www.conferenceboard.ca/default.htm

How do I let an employer know I have what s/he wants?

First step, know the employability skills listed by the Conference Board of Canada. Look at yourself. Think about your skills. How well do they match the Conference Board of Canada list?

You can communicate your skills and achievements in these ways:

- personal resume
- portfolio
- interview

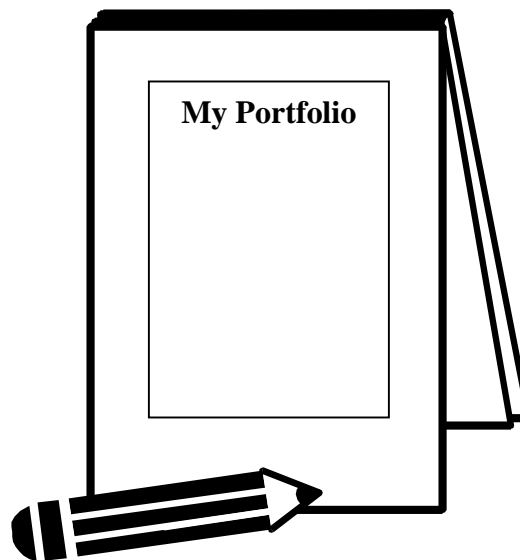
A personal resume is the most common way to communicate your skills, abilities and accomplishments. It contains a summary of what you've done, your training and any work experience.

Although your schooling (academic training) will be important for some jobs, getting other jobs will depend on the 'work' you can show you've done.

Work in this sense refers to short practical courses you've taken that would help you on the job, for example, things like CPR, First Aid, and any occupational health and safety training you received in school. Have you participated in a work experience organized by your school?

All of the things that you've done – supported by any certificates received at the end of your training – form the basis of a 'portfolio'. Developing your portfolio to show to employers not only communicates the things you've done and your skills, it shows you're organized.

Though an interview may be one of the best opportunities to communicate what you can do, it may be much easier to do so when you have something concrete, like a portfolio, to show.



Employees need

What's a Social Insurance Number (SIN)?

Your SIN is your personal identification number for purposes of employment and income tax in Canada. You need a SIN to work. Get yours before you start working.

Both SIN applications and Employment Insurance are regulated by the Federal Government under *The Employment Insurance Act*. Legally, every Saskatchewan worker employed in insurable employment must be registered and issued a SIN number.

How do I apply for a SIN?

To apply for a SIN and card, you must complete an application form and provide an original or true certified copy of a document that proves your identity and status in Canada. An original or true certified copy is called a primary document.

SIN applications are available:

- from your local Human Resources Centre of Canada (HRCC) office
- through the Human Resources Development Canada (HRDC) website, or
- by calling 1-800-206-7218

You can submit your application in person to a HRDC office or mail it to an office.

Human Resources Development Canada (HRDC) encourages people to apply in person at a Human Resources Centre of Canada (HRCC) because the process is more convenient. Applying in person does not require an applicant to part with valuable identity documents or get photocopies of documents notarized.

To apply for a SIN by mail, you must mail a completed application form, identity documents (and, if applicable, the fee for a replacement card) to:

Social Insurance Registration
P.O. Box 7000
Bathurst, N.B.
E2A 4T1

Your document(s) will be returned along with a SIN card. For further information, contact HRDC by telephone: 1-800-206-7218 (toll free).

Social Insurance Number card www.hrdc-drhc.gc.ca/sin-nas/a030_e.shtml#q1

How much does it cost to get one?

Your SIN card is free of charge the first time you apply. You may have to pay a \$10 fee, though, to replace it. There is no charge, however for a replacement card that must be changed because of a legal name change. For example, there is no charge if a person changes their name after being married.

Primary Documents

SIN applicants must submit a primary document. All documents must be originals or true certified copies and written in English or French. Photocopies are not acceptable unless certified by a notary public, a commissioner of oaths or an HRCC officer. A list of the most common primary documents that are acceptable follows:

If you are a *Canadian citizen born in Canada*, you must submit one of these documents:

- Canadian provincial birth certificate (issued by the Vital Statistics branch of the province or territory of birth)
- Canadian Passport
- If you were born and baptized in Quebec, you may submit a baptismal certificate if it was issued before January 1, 1994, or
- If you were born and baptized in Newfoundland, you may submit a baptismal certificate or a Certificate of Dedication

If you are a *Registered Indian*, you must submit a birth certificate. If you wish to be recorded as "Registered Indian", you must also provide your Certificate of Indian Status.

If you are a *Canadian citizen born outside of Canada*, you must submit either your Certificate of Canadian Citizenship or Canadian Passport.

If you are a *Permanent Resident*, you must submit one of these documents:

- Canadian Immigration Record and Visa or Record of Landing (form IMM 1000)
- Confirmation of Landing Document
- Canada Travel Document
- Canadian Certificate of Identity
- Foreign passport stamped "Permanent Resident" by Canadian Immigration officials, or
- Returning Resident Permit

If you *are not* a Canadian citizen, Status Indian, or Permanent Resident, you must submit one of these documents:

- Visitor Record
- Employment Authorization
- Student Authorization
- Permit to come into or to remain in Canada
- Extension of Permit
- Local Visitor Control
- Department of Foreign Affairs identity card
- Unexpired foreign passport containing courtesy or diplomatic visa stamp, or
- Refugee Status Claim

If your primary document isn't listed above, contact 1-800-206-7218 for assistance. If the name you use differs from the name appearing on a primary document, you must provide a supporting document.

Supporting Documents

As with primary documents, it is important that supporting documents are originals or true certified copies and that they are written in English or French. If the name of a primary document differs from the name that an applicant now uses, the applicant must also submit an original or true copy of a supporting document for one of these reasons:

- name changed by marriage
- name changed by law

Social Insurance Number (SIN) www.hrdc-drhc.gc.ca/sin-nas/010_e.shtml



Exploring careers

What's career exploration?

When you do career exploration, you're really taking a hard look at yourself and at the labour market, and trying to decide where you fit best.

Step 1: Know yourself. Ask these questions and find answers:

- What are the skills I have at this point in my life?
- What am I good at?
- What kind of work tasks do I like doing (or think that I might like)?

Step 2: Take a closer look at the labour market, know which occupations are in demand and get a general idea of which jobs match your skills and interests.

Step 3: Make a decision to pursue one or more occupations that fit your skills, interests, and the labour market situation. Plan the steps it will take to reach your goal of employment in a certain occupation.

That might mean you have to work in another job to make the money you need to go back to school to be trained for the job you really want.

What's career planning?

Career planning involves looking at the labour market five, 10 or 15 years from now to find out where the demand for workers will be. With this knowledge and an idea of the kind of work that interests you, you can plan your job search and training to match work areas where workers will be needed in the future.

Twenty years ago, career planning would have identified information technology and computer programming as areas that would need a lot of workers in the future. At present, it seems that there will be a strong future need for more medical workers. These are examples of how a knowledge of future needs can guide a person's career planning.

Employment agencies and guidance counsellors can help you find this kind of information about job futures.

What's life long learning?

The knowledge and technology of the modern workplace is changing rapidly. You will need to upgrade your knowledge and skills regularly. Jobs evolve to include new and different skills. You will need to continue to learn what's necessary to do your job.

Life long learning means improving your current job skills and developing new skills that may lead you into other jobs. Life long learning is an important aspect of your career planning.

Starting my own business

What does it take to start my own business?

Successful small business owners often have these qualities:

- drive
- thinking ability
- competence in human relations
- communication skills
- technical knowledge

Even if you think you don't have all these qualities, it is possible to develop them while you plan and build your business.

You can get useful information about business development from the Department of Industry and Resources (Saskatchewan) and from The Canada-Saskatchewan Business Service Centre. Libraries, bookstores and computer software stores also carry information on how to develop a business.

The following publications are produced and/or distributed by the Department of Industry and Resources. They are available to the public at no charge.

Partnership for Prosperity: Success in the New Economy

Business Immigration Programs

- Business Immigration Program (fact sheet)
- Provincial Nominee Program application forms

Economic Diversification

- Saskatchewan Manufactures Guide (available on the Internet only)
- Major Projects Inventory 2002 (available on the Internet only, in PDF format)

Program Development and Support

- Small Business Loans Association (fact sheet)

Cooperative Development

New Generation Co-operatives for Agriculture Processing and Value-added Products
(brochure and development guide)

Developing and Supporting Saskatchewan Co-operatives

- Co-operative Development Fact Sheets (ongoing series)
- Co-operatives in Saskatchewan: An Information Series
- Choosing a Business Structure
- The Co-operative Structure
- Registration of a Co-operative
- International Co-operative Alliance: Statement on the Co-operative Identity
- A Co-operative Glossary
- Conducting Effective Meetings
- Co-operative Governance
- Core Functions and Processes of Co-operative Governance
- Co-operative Development Assistance Program Information Sheet
- Articles and Bylaws for Saskatchewan Co-operatives
- Financing and Financial Management for Saskatchewan Co-operatives

Labour-sponsored Venture Capital Program

- Labour-sponsored Venture Capital Program (brochure)
- Labour-sponsored Venture Capital Corporations (fact sheet)
 - Employee Investment Funds (fact sheet)

Regional Economic Development Services Division

- Business & Co-operatives Information Materials Index

Other

- Economic and Co-operative Development: 2000-01 Annual Report
- Saskatchewan: Success Through Innovation: Locating in Saskatchewan (brochure)
- Saskatchewan Economic News (monthly news summary)
- Economic Sector Fact Sheets

For more information or to request copies of any of these publications, contact:

Information Technology Office

Saskatchewan Industry and Resources

2103 – 11th Ave.

Regina, SK S4P 3V7

Phone: (306) 787-2232

Fax: (306) 787-2159

Industry and Resources

www.ir.gov.sk.ca/

Canada-Saskatchewan Business Service Centre

www.cbcs.org/sask/main.cfm

Apprenticeship

What is apprenticeship training?

Apprenticeship training leads to certification in a trade.

Apprenticeship training is a great way to learn job skills while earning a wage. It combines hands-on learning where experts in a trade (called journeypersons) pass on their knowledge and expertise to employees (called apprentices) right on the job. This practical training is combined with periods of technical training, usually at a technical institute.

Apprenticeship training takes two to five years to complete. As you progress in the program, your salary increases. When your training is complete and you pass a journeyperson examination, you will already have a good paying job and a bright future.

Apprenticeship opens doors to other opportunities too. The skills you learn in your apprenticeship are portable. You can move anywhere in the province and, if you obtain certification through the Red Seal Program, you can work in your trade anywhere in Canada. Some journeypersons start their own businesses. Some work in the trade or become teachers, trade instructors, or sales representatives. Apprenticeship leads to quality jobs – now and in the future.

In Saskatchewan, apprenticeship training takes place in 46 designated trades throughout the agriculture, construction, mining/manufacturing/maintenance, motive power/mechanical repair, and tourism/hospitality/service sectors.

How do I register to become an apprentice?

There is a fee to register. The Apprenticeship and Trade Certification Commission is located at 2140 Hamilton Street in Regina at (306) 787-2444.

How do I start?

1. Stay in school. Most employers prefer to hire high school graduates with courses in mathematics, science and communications.
2. Contact the Apprenticeship and Trade Certification office in your area for more information about specific trades, entrance requirements, and tips on how to find an apprentice opportunity.
3. Find an employer or union willing to train you as an apprentice. The Apprenticeship and Trade Certification office will help you and your employer sign the apprenticeship contract.

Now you are ready to start!

Apprenticeship Training www.sasknetwork.gov.sk.ca/pages/et/et_132.htm

Applying for a job

What does an employer need to know about me?

Most employers would be pleased to know that you possess the employability skills endorsed by the Conference Board of Canada.

Expressed more simply, employers will want to know whether you're:

- capable of doing or learning the job
- able to get along with others, and
- have the right attitude toward work

Employers often say: “Just give me someone with basic skills and a good work attitude and I'll train him/her.” Just what is a good work attitude?

It can refer to all of the following traits and others:

- reliability
- honesty
- responsibility
- punctuality
- good customer service
- initiative
- getting along with others
- thoroughness
- safety conscious

These attitudes reflect the personal qualities that people learn at home, in school, or in other situations. Employers highly value employees who have a strong, positive attitude about work. In most work situations it isn't enough just to be able to do a specific job in isolation. Being honest, being interested in providing the best service possible, showing that you can be counted on and that you get along well with others are all important.

Looking for Quality



What's the best way to look for jobs?

There's probably no one best way to look for a job. The more you do, the more likely you are to get the results you want. Making your interest in working known to everyone you know is a good start. By telling (and retelling) everyone you know that you're looking for work, you increase the network of people who can connect you with an employer or who can tell you about a job opening. Making your own business card and showing your interest in working, will go a long way to letting people know you're serious about your job search.

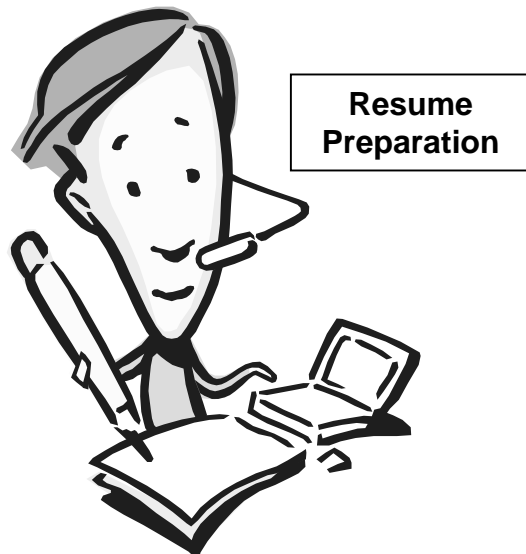
Places most people look for jobs are:

- newspapers
- employment websites on the Internet
- employment centres
- employment publications
- union centres
- community bulletin boards
- store windows

How should I apply for jobs?

You can apply for jobs in different ways:

- applying for an advertised job according to the employer's instructions (usually by mailing, faxing, or taking in your resume and a covering letter)
- walking-in off the street with your resume
- contacting the employer directly by telephone to make an appointment. for an interview, and
- going to a job finding club



What's involved in a resume?

A resume briefly summarizes the parts of your experience that are relevant to work.

Resumes usually include the following sections:

- name, address, telephone number (e-mail or fax if you have one)
- employment objective (the kind of work or job you are looking for)
- skills and personal qualities
- education and any other training (short courses, certificates)
- work experience (summer jobs, part-time work)
- volunteer experience (any community or school activity where you helped out)
- achievements or awards

You can attach the names, addresses and telephone numbers of references to the back of the resume. Alternately, you can present them to the employer at an interview if the interviewer asks for them.

Do I need references?

References are other people who can speak positively about you to an employer you would like to hire you. You usually need three references.

People can act as references in different ways. They may:

- write a letter of reference and give it to you or the employer you want to work for
- fill in a form (provided by the employer) describing your qualities and their experience with you
- agree to speak on your behalf to an employer who contacts them by phone

Who would make a good reference?

Good references are people who can speak positively about you as a person (your character) and/or your ability to work. If you haven't worked for pay, you might ask someone to be a reference who has observed you working as a volunteer. Teachers also make good references.

If you have worked, then it makes sense to ask your past employer(s) to give you a reference as long as you weren't fired from the job. If you haven't worked or haven't been a volunteer, ask your teacher, doctor or clergyman.

Avoid asking your friends or close family members for a reference. Because of their positive bias toward you, their view of you is too subjective.

Do I need permission to use someone as a reference?

Definitely. You must ask someone for their permission before you use them as a reference.

How should I fill in an application form?

Many companies require that you fill in their application forms even if you have a resume.

Application forms are usually picked up at the company's personnel or human resources office.

You can simply go to the office and say, "I would like to apply for work at _____ (name of company). May I please have an application form." Then thank the person.

Important things to remember when filling in an application form:

- Follow the directions carefully: most application forms tell you what is wanted, e.g., write in ink, print.
- Completeness: answer all the questions that apply to you. Don't leave any sections blank unless you can't get the information. Try to obtain any information you don't have but can get.
- Accuracy: be exact about the details, such as dates, wages, etc.
- Neatness: make your application neat and clear.
- Rough copy: make a rough copy first, then the good copy. If you make a mess of the good copy, do it over.

You can attach your resume to an application form, but some employers won't use it. That's why you should fill-in the application form completely.

Always get someone to look over the rough copy of your application form and make suggestions for improvement. Learning to fill in applications, like doing good covering letters, is a process of continuous improvement.

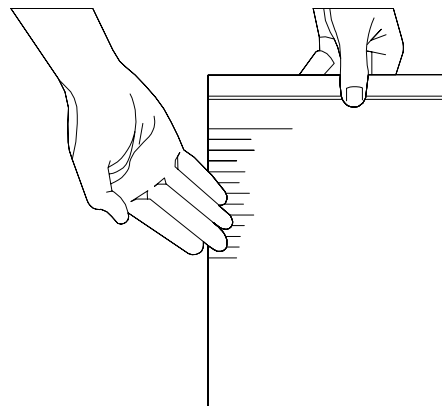
What should I say in a covering letter?

A covering letter is your chance to convince the employer that you're the best candidate for the job. It's your opportunity to tell the employer exactly how your training and/or experience qualifies you to do the work. In a covering letter, show that you have the qualifications and/or experience requested in the job ad or job description.

A covering letter usually has eight parts:

1. your name and complete address
2. the date
3. the employer's name and position (if known), company name and complete address
4. greeting, e.g., Dear _____
5. 1st paragraph: tell the employer you are applying for a particular job (state title if known); mention where you heard about the job opening; indicate you're enclosing your resume.
6. 2nd and 3rd paragraphs: highlight any work or volunteer experience and training that qualifies you to do the job, and mention any positive comments others have made about your work or performance.
7. 4th paragraph: ask for an interview and thank the employer for considering your application.
8. close: Sincerely, or Yours truly,

Start each part at the left margin and separate each part with a double space.



Sample covering letter (applying for a job as a salesclerk)

Jody Turner
1904–2nd Ave. West
Wheatland, SK S6N OR2

June 20, 2002

Ms. Nicole Lamontagne, Manager
978 Marquis Rd.
Wheatland, SK S6N 3R3

Dear Ms. Lamontagne,

I am applying for the position of salesclerk as advertised in the Wheatland Times on June 18th. My resume is enclosed for your review.

My employment experience includes working in my uncle's confectionery for the last two summers. I was responsible for serving customers, handling the cash and taking inventory. Because of my computer experience, I was able to help my uncle set up a computerized cash system. My uncle said he would recommend me to any employer who wanted a hard working, conscientious employee.

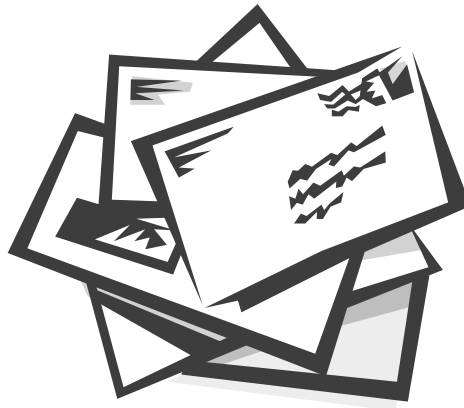
In school my teachers see me as an outgoing, enthusiastic person who is well organized. My participation on school committees helped develop my ability to work effectively with others. I know I would bring excellent work skills to the position of salesclerk at your company.

Thank you for considering my application. You can contact me at 535-9200 to arrange an interview.

Yours truly,

Your signature

Jody Turner



**File your application
by mail or electronically.**

Employment equity

What's employment equity?

Certain groups of people in Saskatchewan have historically missed out on opportunities for employment that were available to the mainstream population. These groups included persons of Aboriginal descent, persons with disabilities, minority groups (such as Asian, black persons, etc.), and women.

The disadvantages faced by these groups prevent them from participating in the workplace in numbers that reflect the size of their presence in the Saskatchewan population. These groups are still underrepresented in the workforce.

A representative workforce means that if a particular disadvantaged group makes up 20 percent of the working age population, then 20 percent of the workforce should be composed of persons from this group. Employment equity seeks to increase the participation of disadvantaged groups in the workforce.

How do I know if employment equity can help me?

Employment equity may help you if you are a member of one of the groups mentioned and are recognized under human rights.

Many companies today have employment equity programs and many employers ask if you are a member of an equity group when you apply for a job. Often, there's a place on job applications where you can indicate you're an equity group member. Through this self-identification you may be able to apply for those jobs.

Employment equity programs do not change the entrance requirements for jobs. An employment equity applicant must be fully qualified for any position s/he applies for. In a hiring situation where two applicants are equally qualified for a job, the employment equity applicant may be preferred.

Employment Equity and Employment Protection

The Saskatchewan Human Rights Code (the Code) provides some protection for employment equity and employment. An important objective of this Code is to promote the recognition of the inherent dignity and the equal inalienable rights of all members of the human family. Other important objectives are to further public policy in Saskatchewan that recognizes every person is free and equal in dignity and rights, and to discourage and eliminate discrimination.

Accommodating People's Needs

Under the Code, employers, service providers and others must assist people with special needs. This assistance is called accommodation. Accommodation is required unless it would cause undue hardship.

Some examples of accommodation include:

- an employer may have to provide technical aids so people with disabilities can participate in your workplace, or
- an employer might have to modify job duties or reassign an employee couldn't do their job due to a disability or pregnancy

Sexual Harassment

Under the Code, sexual harassment is sex discrimination, and it is against the law. Sexual harassment is any unwanted sexual conduct, verbal or physical. Employers must protect their employees from sexual harassment in the workplace. Whether an employer is aware of sexual harassment or not, an employer is responsible for the actions of employees while on the job.

Racial Harassment

Racial harassment is race discrimination, and it is also against the law. It can be verbal or physical. Racial harassment includes negative comments, jokes, teasing, slurs, threats, etc. about someone's race or perceived race, colour, ancestry, nationality, place of origin, culture or religion. Employers must supply a discrimination-free workplace. It is up to an employer to protect employees from racial harassment. A good way to do this is to set up a code of conduct and an anti-harassment policy. Complaints can be filed against coworkers and supervisors.

Exceptions

The Human Rights Code may not apply when a certain sex, age or ability is required by the job. Note, that employers must first make all possible efforts at accommodating applicants before refusing to hire them because of their gender, age or physical or mental ability. Non-profit charitable, philanthropic, fraternal, religious, racial or social organizations may give hiring preference to someone of the same religion, race, sex, etc., providing it is necessary because of the nature of the job.

The Code does not apply if an employer is hiring someone to work in a private home or the employer's own home. However, once someone is hired, the employer cannot discriminate against an employee in the terms and conditions of employment.

Exemptions

Employers can ask the Saskatchewan Human Rights Commission for an exemption from the Code. For example, although it is illegal to discriminate based on race, organizations that provide services to Aboriginal people may be able to hire people of Aboriginal ancestry exclusively.

**Saskatchewan Human Rights Commission
Employment Equity**

www.gov.sk.ca/shrc/default.html

Interviews

What's an interview all about?

Interviews are conversations between employers and persons who want to work. An interview is another opportunity, apart from your covering letter, for you to present yourself in a good light and convince the employer that you have the skills and attitude to learn the job and do it well.

Interviews give the employer an opportunity to see if you have what it takes to do the job. If the employer is interviewing several people, it provides an opportunity to see if you are the best candidate for the job.

Parts of an interview:

- introduction: when you introduce yourself to the receptionist, employer, others in the interview
- employer's questions: asks you questions about your previous experience and your skills, etc.
- your questions: ask specific questions about the job, and
- close: when the interview ends

All parts of the interview have a purpose and importance. You can improve your chances of being hired for a job by developing the skills you need for each part of the interview.

How can I get ready for an interview?

Preparing for an interview may determine your success in getting a job. It's that important. Some things you can do:

- Find out about the company you're applying to. If you know something about the company, the employer will see that you took the time to learn about it. This shows the employer that your interest is more than casual.
- Find out about the job you're applying for. Learn about the duties of the job and think about how you would handle them. Are there things you've done that would help you do the tasks of the job? Talk to others working in the job.
- Find out the typical questions asked in interviews. Although no two interviews will be the same, there are standard question lists. Anticipate the questions you will be asked.
- Practice interviews. Ask your friends or family to give you a practice interview. Rehearse your answers to typical questions.
- Learn what's appropriate and what isn't in interviews. Interview etiquette exists. Work on the way you present and handle yourself in an interview. Find out what are appropriate questions and behaviours, and how to handle inappropriate questions if the interviewer asks one.

You can get this information from guidance counsellors, employment centres, libraries and/or organizations noted in this publication.

What questions will an employer ask me?

No two interviews will be the same, so it's impossible to anticipate exactly what questions you will get. Here are some general questions that will help you with many interviews:

- Tell me about yourself (that is, your work experience, training, qualifications for the job).
- What is your greatest strength?
- What weakness do you need to improve?
- Have you done this kind of work before?
- Tell me about the work you've done before.

- What skills do you have that will help you do this job?
- Which machines and equipment can you operate?
- Are you willing to work part-time? (casual, shifts, evenings, weekends)?
- What salary do you need?
- Why do you want to work here?

- Why did you leave your last job?
- How's your health?
- How do you get along with other people at work?
- How do you cope with stress?
- Do you have any problems that would prevent you from doing this job?

- Is there anything that would prevent you from getting to work on time?
- When could you start work?
- What are your future work/career plans?
- Do you have any questions?

You can also expect to be asked some: "What if" questions. These are questions where the interviewer describes a work situation and asks you to come up with a solution to a problem. The interviewer might also ask you how you handled a work situation or problem in the past if you have worked before.



Which questions aren't appropriate?

To discourage and eliminate discrimination in interviews, *The Saskatchewan Human Rights Code* forbids employers from asking:

- about foreign addresses which would indicate your national origin
- about your place of birth or national origin
- for your photo
- you a question that would cause you to identify a religious affiliation

- about your citizenship status
- about the religious or racial affiliation of educational institutions you attended
- questions that would cause you to reveal your marital or family status
- for any record or other information that would reveal your age

- if you're single, married, engaged, divorced, separated, widowed, living common-law
- about the number of children or other dependents you have
- about your disabilities or health problems
- about your sexual orientation
- if you're receiving social assistance

However, there are questions an employer can ask in these areas during the interview and after you're hired.

For example, during the interview an employer can ask: "Do you have a disability which will affect your ability to perform any of the functions of the job for which you have applied?" If the applicant answers "Yes," then the employer can ask: "What functions can you not perform and what accommodations could be made which would allow you to do the work adequately?"

**Saskatchewan Human Rights Commission
Application Forms and Interview Guide**

www.gov.sk.ca/shrc/appforms.htm

Best Person for Job

The Saskatchewan Human Rights Code does not stop an employer from finding the best person for a job. The Code prevents employers from asking questions that would eliminate candidates because of stereotypes about who can do the job and who can't.

The Code says that employers cannot ask questions where the information might influence the selection process in a way that discriminates. Prohibited questions, on application forms or during interviews, do not help employers find the best candidates because they are not relevant to the job.

Employers and Disabilities

An employer can ask some questions about disabilities. Employers need to know whether an applicant can do a job safely. However, to prevent false assumptions about what a person with a disability can do, an employer is to ask only two questions, as follows:

1. Do you have a disability which will interfere with your ability to perform the job for which you have applied?

If the answer is yes, the employer must then ask:

2. What functions can you perform and what accommodations could be made which would allow you to adequately do the work?

Employers are not allowed to ask about the nature or severity of a physical disability during the hiring process.

Employers and Medical Examinations

Before employment a medical examination is not allowed. Moreover, employers cannot ask questions about an applicant's medical history.

After employment (or an offer of employment) there are times when a medical examination is allowed; however, those circumstances are very limited. If a certain physical ability is needed to do a job, then a medical test can be done to ensure applicants meet the required standard. Employers should know, though, that they have to give the same test to everyone who is offered the job.

Employers and Drug Tests

Drug testing has been found to be discriminatory in some cases. If employee safety is at risk, there may be limited ability to drug test. There is a duty to accommodate someone who is disabled by drug or alcohol use.

Employers May Not Ask

Most employers know they cannot refuse to hire someone because of their ancestry or because they are pregnant. But what many do not know is that the Code stops employers from asking certain questions on application forms or in interviews. The Human Rights Commission provides an extensive list of the questions that can and cannot be asked during the hiring process.

Employers May Ask

Even though there are some questions employers should not ask on application forms or in interviews, it is often okay to ask certain questions once someone is an employee. For example, employers cannot ask an applicant if she is married, but once she is hired this information may be need for administrative purposes.

Employment Agencies

Employment agencies are subject to the Code. They cannot ask questions that are prohibited. Like an employer, they could also have a complaint brought against them if they screen someone out for any of the categories protected by the Code.

Trade Unions and Professional Associations

Trade unions and professional associations cannot discriminate in collective agreements or memberships.



Starting a job

Are there things I have to pay for when I start working?

If you're working in a situation that requires foot protection, you can be required to buy safety boots. Employers in construction may ask you to do this before you start work.

If you work in a hotel, restaurant, educational institution, hospital or nursing home and a uniform is required as part of your job (registered nurses excepted), your employer must pay for it and arrange for its cleaning and repair. Your employer should not make any deductions from your wages for providing, repairing or laundering your uniform. If your employer asks you to wear a specialty item, such as a cowboy hat or a shirt with the employer's logo, your employer must pay for it.

If your employer supplies you with a uniform, s/he can request you to pay a reasonable deposit not exceeding 20% of the cost. If you agree, a deposit may be deducted from your pay cheque. The employer is required to provide the specialty item, and any deposit must be refunded to you upon return of the item.

When an employer asks you to wear articles of clothing that are normally a part of a person's general wardrobe, such as a white shirt/blouse and black pants/shirt, that clothing is not considered a uniform, and the employer doesn't have to provide or launder it.

What costs will I have to cover while I'm employed?

Normally, you'll have to cover the cost of any food you eat and beverages you drink, the clothing you need to wear on-the-job, and the cost of transportation to and from work. If you finish work between 12:30 a.m. and 7:00 a.m. and you work in a hotel, restaurant, educational institution, hospital or nursing home, your employer is required to provide you with free transportation to your residence.

Some jobs may require that you have your own tools and/or 'reliable transportation', and those jobs are often advertised in that way.

Some companies with cafeterias may subsidize the cost of your lunch and snacks for their employees.

Is it O.K. for an employer to take wages for rent?

A deduction for rent can only be made if:

- you, as the employee, agree to the deduction, and
- if the landlord and the employer are the same person or entity

Should I have a contract with my employer?

There is no requirement under Saskatchewan law to have a written contract with your employer, but getting a written agreement about the terms and conditions of your employment before starting a job will:

- serve to set out and clarify employer-employee expectations
- be a source document if disputes arise, and
- be a framework to provide remedies if the need arises

How does *The Labour Standards Act* support me as a worker?

The objective of *The Labour Standards Act* is to protect the interest of employees by requiring employers to comply with certain minimum standards. The Act seeks to remedy harm to individual employees. In particular, it seeks to assist non-unionized employees, who are often in an unequal bargaining position in relation to the employer.

Regulations, of course, vary from province to province and *The Labour Standards Act* in Saskatchewan applies only to employers and employees in Saskatchewan.

Why do I fill-out a TD1 form?

A TD1 form enables your employer to calculate your income tax rate. Your employer sends a portion of your income to the Canada Customs and Revenue Agency (known as Revenue Canada). The Canadian Government uses income tax to provide services throughout the country.

If your income tax rate isn't calculated ahead of time, you might pay less, or more, than you should. By calculating it before you start work, you pay approximately what you should pay each month. At the end of the year you may get a small refund from Revenue Canada, or you may have to pay a small additional amount.

Your income tax rate is based on your salary or wages and whether or not you have dependents who rely on you for financial support.

Don't forget!

Your employer should ensure that you fill-out a TD1 when you start a job. It's required by law. Make sure that you do fill-out this form and have a copy for your records.

If there's ever a disagreement between you and your employer over tax deducted and the Canada Customs and Revenue Agency investigates it, your TD1 stands as a record of your original agreement for tax deduction with your employer.

**Canada Customs and Revenue Agency
TD1 Forms**

www.ccr-aadrc.gc.ca/E/pub/tg/s00-008eq/s00-008eq.html

First day

What can I expect on my first day at work?

You may find your first day to be a little confusing and unpredictable. A lot depends on whether or not your employer has planned for your arrival and orientation.

Many employers are so busy they overlook the needs of the new worker. Orienting the new worker may be turned over to the supervisor, and s/he may likewise be tied up doing the various parts of his/her job. Some employers have well developed plans for introducing the new worker to the workplace and the job.

You should be given:

- an introduction to your supervisor and other workers
- a tour of the workplace
- a visit to the personnel or human resources office to fill-in forms
- orientation to your job, and
- a safety orientation

Your first day on-the-job can be stressful because you are taking in a lot of new information. You can't expect to remember all of it right away.

What health and safety responsibilities does my employer have?

Your employer is required to take all reasonable precautions to protect the health, safety and welfare of workers when they are on the job by:

- providing:
 - a) safe use, handling, storage and transport of articles, equipment and substances
 - b) information, instruction, training and supervision to enable workers to do their job safely
 - c) safe plants, work practices and work environments and their maintenance
- consulting and cooperating with the occupational health committee (or representative)
- ensuring that workers are not exposed to harassment at work
- cooperating with any other person exercising a duty imposed by the OH&S legislation, and
- complying with the legislation



What can I do to feel more involved my first day at work?

Some of the things you can do:

- Carry a notebook and pen for jotting down people's names and their jobs, or areas of the workplace. This will give you the feeling that you're actually holding onto some of the information you receive that day. It will also distract you from being nervous.
Although others might find this a little amusing, they will see that you're really interested in learning about the workplace and who's in it. It will also create a positive impression.
- If you're given specific job instructions, and you're afraid you might forget them, jot down the basics.
- Ask questions to learn your job and to stay involved.
- Show a positive attitude toward others in the workplace. An open smile, a definite 'hello, pleased to meet you', and a warm handshake all go a long way to make a good first impression.
- Follow other workers lead in taking your breaks, but don't work through your break if other workers are taking a break. Join them.
- Start looking for a 'buddy' in your work area. A buddy can guide you and teach you the ropes as you learn your new job.



What kind of questions can I ask?

Using questions can help you stay involved and keep track of what others are saying at work. Here are four kinds of questions.

Kind of question	What it means	Example
Encouraging	Shows you are interested and helps keep the other person talking.	“Can you tell me more about that?” “Could you give me your thoughts on...”
Clarifying	Helps you get more accurate information.	Wh & H-Words: “What’s the next step?” “When does that happen?” “Where do I put the...?” “How should I do that?”
Restating	Shows that you are listening and understand what the other person is saying.	“So you’re saying that...” “What your saying is...” “I think I understand...first I..., then I...”
Appreciating	Shows that you value the effort of the person you are talking to.	“Thanks for explaining how to do that.” “I learned a lot talking to you. Thanks.”

It’s reasonable to ask your coworker or supervisor to repeat what they’ve said. It shows that you want to understand what’s going on, and you want to do things correctly.



What if someone “yells” at me?

Things we’re not used to sometimes happen at work. You need to try to understand them, put them in the right context, and then decide if you want to do something about them.

Workplaces operate under deadlines and the pressure to produce. That pressure often gets laid on the shoulders of supervisors and workers. Getting yelled at isn’t pleasant, but it may not be a comment on your competence. It may be a sign that your coworker or supervisor is stressed-out or has to yell to be heard. Good supervisors and employers, however, don’t resort to unnecessary loudness when speaking to workers.

Also, workplaces where the employees operate machines or equipment can create loud, distracting noises. If you’re wearing protective earplugs, which you should, it’s even more difficult to hear someone who’s talking to you. Your supervisor may talk to you at a volume higher than necessary even when you’re out of the work environment, say on your coffee break.

If you’re working in any sort of busy physical environment, you may be surprised and a bit shocked at the abrupt communication style of others. You may just have to adjust and live without the niceties of communication. Don’t take it personally.

If you find the loudness of someone’s communication distracts you from your work, that’s another matter. In that case you might want to say something like:

“When you speak so loudly, I lose my concentration. I can hear you when you speak at a lower volume.”

Adjusting to some work situations means accepting a different social etiquette. However, abusive language, such as insults, racial slurs or sexist comments, are never acceptable.



Rights and responsibilities for safety

What are my rights?

You have three basic rights as a worker:

1. You have the right to know about the hazards of your job. You should know how to recognize and deal with those hazards so they won't cause injury or health problems to you or others.
2. You have the right to participate in health and safety in the workplace. Your supervisor and employer should consult with you on matters that affect your safety as a worker. This makes sense because you, as a worker, perform the everyday tasks and face the hazards directly. You can point to health and safety situations you're concerned about, and your employer or supervisor has to assess them.
3. You have the right to refuse work that you believe to be unusually dangerous to yourself and others. This is one of your most important rights – it can save your life.

An unusual danger can be:

- a danger that is not normal for the job
- a danger that would normally stop work
- a situation you aren't trained, equipped, or competent to deal with

Your rights are set in law to keep you and other workers safe and healthy. Employers cannot discipline you for exercising your rights. Use them wisely.

What are my responsibilities?

Your responsibilities go hand-in-hand with your rights. Together they are your best defense against a workplace situation that could seriously injure you or leave you with a long-term disability.

As a general rule, you have a responsibility to work and act safely while at work.

Some of your specific responsibilities:

- Take the safety training the employer offers you.
- Always follow safe work procedures.
- Use equipment the way it was intended to be used.
- Wear all appropriate personal protective equipment (PPE).
- Take care for your health and safety, and also for the health and safety of other workers who are affected by your actions.
- Report any unsafe equipment or other hazards.
- Cooperate with those who are responsible for health and safety in your workplace.
- Avoid doing anything that might harass or offend another person in the workplace.

Your workplace may have an Occupational Health Committee (OHC) if there are 10 or more workers, or an Occupational Health and Safety Representative. Some high risk workplaces, such as building construction, mining, and logging, must have a Representative if there are five to nine workers.

OHCs and Representatives help maintain the overall safety of your workplace. They need your involvement to do their work properly.

Occupational Health Committees

A committee helps the employer and workers to improve health and safety in the workplace by helping to identify and resolve concerns. This is done, in part, by:

- helping the employer identify, assess and control hazards
- providing a channel of communication between the employer and workers
- conducting regular inspections
- talking with workers about their health and safety concerns
- helping the employer develop and monitor policies, plans and programs
- participating in accident investigations and investigations of dangerous occurrences (called “near misses”)
- meeting to discuss concerns and make recommendations for corrective action to discuss with the employer

Membership

All employees have a duty to help the employer make the OHC effective. The employer must ensure that the committee is structured and maintained as required by law:

- Each committee must have at least two, but not more than 12 members. At least half the members must be workers not involved in management.
- In a non-union workplace, the workers must elect their committee members. In a unionized workplace, the union constitution determines the selection process. The employer must select management members.
- The employer should ensure that the committee fairly represents workers with significantly different concerns. For example, shift workers should be involved in committee meetings and have their concerns fairly represented.
- Each committee must have two chairpersons. One must be designated by the employer and one selected by worker members of the committee at its first meeting.
- Each committee member serves for three years. Members may serve for more than one term. If a member doesn't want to serve on the committee anymore, that person should remain in office until someone is ready to take over.
- Within two weeks of each meeting of the committee, the employer should ensure that a copy of the minutes is posted in the workplace.
- The employer must ensure that the names of committee members are posted in the workplace so workers know who their members are.

Setting Up

Employers are legally responsible for setting up a committee and getting it working. Some of the things an employer should do to create a workplace environment that enhances the effectiveness of the OHC are:

- Inform workers about the requirements for committees, including what they are expected to do in the workplace.
- Inform managers and supervisors about the committee and their responsibilities towards it.
- Arrange for workers on various shifts and in distinct work areas to be fairly represented on the committee.
- Provide time for workers to select their committee members.
- Appoint influential employer members and/or personally serve as the employer co-chairperson.
- Promptly hold an initial committee meeting to select co-chairpersons and plan the activities of the committee.
- Provide the committee with a bulletin board to post minutes of meetings and health and safety information.
- Arrange for the committee to inspect the workplace and discuss concerns with workers to give the committee “momentum”.
- Promptly take corrective action when the committee reports a concern. This will help the committee gain credibility with managers, supervisors and workers.
- Provide the committee with information.
- Provide the committee with adequate time and resources to do its job.
- Ensure the co-chairpersons obtain training in their responsibilities.
- Help the committee meet at least once every three months and ensure that the minutes of meetings are sent to the Occupational Health and Safety Division.
- Help the committee inspect the workplace regularly and promptly investigate accidents and dangerous occurrences.
- Involve the committee in the development of policies, plans and programs.
- Involve the committee in worker orientation and training, including WHMIS instruction.
- Ensure that newly hired workers know who their committee member is and how to report concerns.
- Empower managers and supervisors to correct problems brought to their attention by committee members.
- Maintain contact with the committee to ensure it is functioning effectively.

Rights and Responsibilities for Safety

www.labour.gov.sk.ca/safety/fast/duties/duties.htm

Occupational Health Committee

www.labour.gov.sk.ca/safety/committee-manual/index.htm

Health & Safety Representative

www.labour.gov.sk.ca/safety/repguide/index.htm

Safe on-the-job

What safety training should I be given when I begin a job?

Your employer should provide you with orientation and training in everything necessary to protect your health and safety.

Health and safety training should include:

- hazards in the workplace that may affect you
- safety procedures and practices that apply to your work
- location of the first aid supplies and/or facilities
- procedures to use if there is a fire or other emergency
- identification of restricted or prohibited areas
- how to use personal protective equipment and maintain it
- procedures for reporting hazards and accidents, and
- close supervision by a competent person to ensure that you have been trained and have enough experience to perform the work safely

What are the employer's responsibilities for health and safety training?

Employers must ensure that workers aren't permitted to perform work unless they have been trained and have had sufficient experience to perform the work safely, or are under close and competent supervision.

Employers must ensure that workers are trained in all matters that are necessary to protect their health and safety when workers begin work at a place of employment, or when they are moved from one work activity or worksite to another that has different hazards, facilities or procedures.

The training must include:

- procedures in the event of a fire or other emergency
- the location of first aid facilities
- identification of prohibited or restricted areas
- precautions for the protection of the worker from physical, chemical or biological hazards
- any procedures, plans, policies and programs that the employer is required to develop under *The Occupational Health & Safety Act*, and
- any other matters necessary to ensure the health and safety of workers while they are at work

Safety Training www.labour.gov.sk.ca/safety/guide/chapter-7/training.htm

What if I don't feel I'm trained well enough to do a job?

If you're asked to do a task and you know you don't know how to do it, immediately ask for training before you start the job.

Let's say you've been asked to do something, and it's not until you actually start doing it that you realize it's beyond your present ability. Do the same as above. Ask for training before you continue.

If no one's available, do something else that you're comfortable with until someone can train you. If there's nothing else you can do in your job, ask other workers if you can help them with simple, safe tasks you know you can handle.

Never take on a task you don't know how to do when there's a risk of injury. No job is worth risking your health and safety.

If someone pushes you to do the task, or suggests you'll get punished because you're not doing your assigned work, resist the urge to start working. Remember, you have the right to refuse work that you honestly think is unusually dangerous, and the law prohibits the employer from punishing you for doing so.

What's a 'hazard' and what kinds of hazards should I look out for?

A hazard is any activity, situation or substance that can cause harm. There are two main kinds of hazards: health hazards and safety hazards. Generally, health hazards cause occupational illnesses, such as hearing loss from noise, while safety hazards cause injuries, such as cuts, broken bones, etc. Since all workplaces have hazards, be aware of the potential hazards at your workplace.

What are some common health hazards?

There are five types of health hazards:

1. chemical hazards, such as battery acid and solvents
2. biological hazards, such as bacteria, dusts and molds
3. physical agents (energy sources), such as electrical currents, heat, vibration, noise and radiation
4. work design or ergonomic hazards
5. workplace stress

Health hazards may cause serious and immediate effects, or they may cause long-term problems. Someone who develops an occupational illness, resulting from contact with a health hazard, may not recognize the symptoms immediately.

What should I know about safety hazards?

Safety hazards can cause injuries. An injury caused by a safety hazard is generally obvious. Safety hazards cause harm when workplace controls are inadequate. Some examples of safety hazards include:

- slipping/tripping hazards
- fire and explosion hazards
- moving parts of machinery, tools and equipment
- working at height
- vehicles, such as forklifts and trucks
- lifting and other manual handling operations
- hazards of working alone or in isolated spaces, and
- materials falling from height

How am I protected from hazards?

Your employer is responsible for protecting you from health and safety hazards by providing suitable equipment, health and safety orientation, training, and appropriate supervision.

What's my role in controlling hazards?

You are responsible for working and acting safely while at work and carrying out the specific responsibilities listed earlier. You must also take these steps to recognize, assess, and control hazards:

1. See it!

To help you recognize hazards in the workplace keep the following in mind:

- Look for hazardous substances and unsafe conditions in the workplace.
- Ask about past accidents and near accidents in the workplace.
- Read any product literature and information from suppliers.
- Check out old, new or unfamiliar equipment before using it.
- Learn about the working conditions of the workplace from coworkers, supervisors and the employer.

2. Think it!

Assess the hazard's risk of harm. Ask yourself:

- Is it likely or unlikely to cause harm?
- Could it cause death, serious injury or minor injury?

3. Do it!

Always ask what is the proper way to do the task. You may deal with some hazards directly. Others should be reported to your supervisor. For example, you can wipe up water spilled on the floor, clear a passageway that's cluttered with wood pieces, put trash in the garbage, etc. More dangerous hazards must be reported to your supervisor or employer. In some workplaces, hazards are also reported to the Occupational Health and Safety Committee or the Health and Safety Representative.

Hazards www.labour.gov.sk.ca/safety/guide/chapter-2/introduction.htm

How am I protected from hazardous materials in the workplace?

Your workplace may have hazardous materials you need to know about. Hazardous materials are any substances that can cause illness, injury or death to workers who aren't protected.

In Canada, we are fortunate to have the Workplace Hazardous Materials Information System (WHMIS). All employers are required to protect their workers and themselves by using WHMIS information to develop safe work procedures.

WHMIS provides you with critical information about the hazardous materials you work with on-the-job.

WHMIS has three parts to help you identify and handle hazardous materials safely:

- labels that supply warning information
- Material Safety Data Sheets (MSDSs) that tell you how to handle emergencies, clean-ups, and how to use hazardous materials safely, and
- worker education that helps you understand how to use WHMIS

As a worker, you have a responsibility to use WHMIS to protect yourself from hazardous materials.

Use the label system, check the hazards in the data sheets, and follow the safety procedures that the employer has developed.

WHMIS Overview www.labour.gov.sk.ca/safety/fast/WHMIS.HTM

WHMIS Publications www.labour.gov.sk.ca/safety/publications/publications.htm#WHMIS



How can I be involved in safety once I'm working?

Carry out your responsibilities for health and safety, and you'll make a significant contribution to the workplace. You can also participate in your company's Occupational Health Committee (OHC). These committees help workers and employers work together to identify, eliminate and reduce workplace hazards.

Your employer is required to have an OHC if the company has 10 or more workers. An OHC must have between two and twelve members, and at least half of the members must be workers. OHCs must have two co-chairpersons: one selected by the employer and the other selected by the workers.

You might ask, "What exactly do these committees do?"

Some of an OHCs activities are:

- conducting inspections regularly
- talking with workers about their safety concerns
- helping employers identify, assess and control hazards
- recommending ways to improve workplace health and safety to the employer, and
- investigating accidents, dangerous occurrences and work refusals

When OHCs meet, they write out the 'minutes' of the meeting. Within two weeks of the meeting, the minutes must be posted in the workplace where workers can see them. The minutes are reviewed by others responsible for the workplace.

Participating on an OHC will give you a larger picture of the workplace and make you a more skilled employee. It's something you can put on your resume when you apply for your next job.

Workplaces with less than 10 workers should have a Health and Safety Representative. Small auto-body shops, construction businesses and logging operations are examples of higher hazard workplaces with five to nine workers that must have a Health and Safety Representative.

OHCs www.labour.gov.sk.ca/safety/committee-manual/index.htm



Who's on *your* OHC?

What safety things should I be aware of every day I work?

Questions about common hazards:

- Is the workplace uncluttered and organized?
- Do you know and follow safety procedures when handling or using electrical equipment and power cords?
- When you use machines or equipment, are you allowed to work without distraction?
- If you have to provide your own tools, do you know what tools are acceptable to your employer?
- Do you know how to recognize toxic or infectious substances?
- Are hazardous materials or substances handled and used in a safe way?
- Do workers smoke only in areas designated for smoking?
- Do you know and follow the fire safety rules?
- Do workers walk (rather than run) in work areas?
- Is there any horseplay that could result in an accident?
- Do you have safe access to the worksite and safe exit from it?

Personal Protective Equipment (PPE)

- Do you know what PPE you need for the job you're doing?
- Do you have the knowledge necessary to use PPE properly?
- Is the PPE in good condition and working properly?
- Does it fit properly?
- Is the PPE maintained and replaced when damaged?



**Always wear
correct PPE.**

Ergonomics

- When you're working for an extended period of time, do you have adequate body support, e.g., proper chair?
- Is the ventilation, lighting and temperature adequate to work comfortably?
- Can you organize your workspace to do your job effectively?
- Are you doing your work in a way that minimizes stress and strain on your body?
- Do you use the right tool for the job?
- Do you handle and use tools and equipment properly?
- Is your posture correct for the work your doing?
- Do you use safe practices when lifting and moving objects?
- Do you use aids (lifts, dollies) or get help from other workers to avoid straining your back when lifting or moving heavy things?
- Do you work at a reasonable pace?
- Do you take regular breaks when doing tasks that require repetitive movements?

Safe operation/maintenance of equipment

- Are you authorized to operate the equipment or machinery?
- Do you know the hazards of operating the equipment or machinery?
- Do you know the correct operating procedures and safety precautions before operating a piece of equipment or machinery?
- Do you report unsafe, worn or broken tools, equipment and machinery to your supervisor (and use only safe ones)?

Fire regulations and equipment

- Do you know the fire drill procedures?
- Do you know the locations of all fire extinguishers, fire-pull stations and fire exits?
- Do you know which fire extinguishers to use for different fires?

First aid

- Do you know the emergency procedures and first aid rules for your workplace?
- Do you know the closest first aid kit and the designated first aid attendant?
- Are all accidents reported to your employer as soon as possible?

Safety on the road

Vehicle crashes are one of the most common work-related accidents in Canada. In 2000, 44% of all work-related deaths in Saskatchewan were connected to transportation. It is an unfortunate reality that drivers under 25 years of age make up 18% of Saskatchewan's licensed drivers but are involved in 32% of the collisions that result in death or injury.

You need to know your responsibilities on the road, and when driving on-the-job or to your workplace. If there's an accident, you will want to be able to say that you were a cautious and careful driver.

How can I drive safely?

Seat Belts

You increase your chances of surviving a collision by almost 50% if you buckle up. Saskatchewan law requires everyone to be properly restrained when travelling in a vehicle. If you're 16, you're responsible for putting on your seat belt. If you forget to put on your seat belt, you could get a fine, sustain a serious injury or lose your life.

Driver Distraction

Driver inattention is the second highest contributing factor in fatal accidents in Saskatchewan. Many people think they can handle other tasks while driving. Eating, making a phone call, adjusting the stereo, fixing your hair, or turning around and reaching into the back seat to calm children or pets may seem easy to do when you're behind the wheel. But anything that distracts you from driving is dangerous. Doing more than just driving may seem like a time saver, but it can result in someone being killed.

Speeding

All Saskatchewan roads, streets and highways have speed limits. Most provincial highways and streets in urban areas post speed limit signs. The speed limit is the fastest you can travel *under ideal conditions*. It's important to remember that the speed you travel should always be appropriate for the road conditions.

Fatigue

It isn't wise to drive when you are tired or sleepy. Early warning of fatigue is a tendency to stare straight ahead and a lack of concentration. If you're tired, stop and rest, or change drivers if you're travelling with someone who can drive.

Drinking and Driving

Alcohol is the number one contributing factor in fatal crashes. Nearly two out of every five fatal accidents in Saskatchewan involve alcohol. Drivers under 25 are involved in 44% of collisions involving alcohol.

Alcohol and motor vehicles are a deadly mix because alcohol interferes with the motor skills necessary to drive a vehicle. Blurry vision, impaired judgment and a lack of co-ordination make an unsafe driver. There's more than your safety and your passengers' safety at stake – an impaired driver endangers everyone using the road. Remember to plan a safe ride home.

Drugs and Driving

A wide range of drugs – illicit, prescription, and some over-the-counter drugs – can impair your driving-related skills. Combining small quantities of seemingly innocent drugs, such as cold and allergy remedies, with alcohol, can impair your driving. Check with a pharmacist to find out the side effects of any drugs you take. There are no illegal drugs that improve your driving. They all make it worse.

Personal Stress and Illness

Driving places heavy demands on your ability to think clearly. Emotional and physical stress – anything that is really bothering you – will distract you from the thinking part of driving. If you know you're under emotional or physical stress, ask someone else, who is healthy and not involved in the stressful situation, to drive you where you need to go.



What are my responsibilities for safe driving as a worker?

As a worker who drives, your responsibilities include:

- Taking the driver training your employer offers
- Learning how to drive safely, e.g., take a course in safe driving
- Taking the training you need to drive any work vehicle safely, e.g., forklift, all-terrain vehicle (ATV), etc.
- Recognizing that you must be 16 to operate powered mobile equipment

- Knowing the characteristics of the vehicle you drive at work, e.g., how it drives when empty and fully loaded
- Practising driving company vehicles in a safe place before driving on the street/road
- Checking out any safety gear in the vehicle, e.g., spare tire, fire extinguisher, seat belt, first aid kit, winter survival kit
- Using the personal protective equipment your employer provides, e.g., wear your seatbelt at all times
- Knowing how to change tires and do other minor adjustments to keep a vehicle safe
- Keeping the vehicle maintained and serviced and promptly reporting problems to your supervisor or employer

- Knowing what to do if there's an accident
- Following the regulations for the class of vehicle you're driving, and
- Knowing and following the requirements of *The Highway Traffic Act*

For more information on traffic safety, call Saskatchewan Government Insurance (SGI) at 1-800-667-9868, extension 6179.

Saskatchewan Government Insurance (SGI) www.sgi.sk.ca/sgi_internet/home.htm

**Using a cell phone while driving
can be a dangerous distraction.**



Human rights

What are my human rights?

The Saskatchewan Human Rights Code protects you from being treated differently from others in employment because of your:

- age
- creed
- nationality
- sexual orientation
- family status
- disability (physical or mental)
- receipt of public assistance
- ancestry
- sex (gender or pregnancy)
- marital status
- ancestry (includes race, perceived race, colour, and place of origin)
- religion

This means that employers cannot discriminate against you in the hiring process or during your employment for any of the reasons above.

Your right to equal treatment applies to interviews, advertising, application forms, hiring, wages, promotions, dismissals, fringe benefits and freedom from harassment.

What if I believe I've been discriminated against?

If you believe that you've been discriminated against, check your perception of what actually happened. You can do that by talking to the person(s) involved. Their explanation may lead you to understand that you weren't discriminated against. If you aren't satisfied with the explanation and still believe you were discriminated against, you may file a complaint with the Saskatchewan Human Rights Commission.

As your first step, however, always try to resolve things in the workplace before seeking outside assistance. Asking for advice and assistance from your supervisor or others at work may lead to a quicker and earlier resolution of the problem.



How do I submit a complaint?

If you think you've been discriminated against, you may submit a complaint to the Saskatchewan Human Rights Commission.

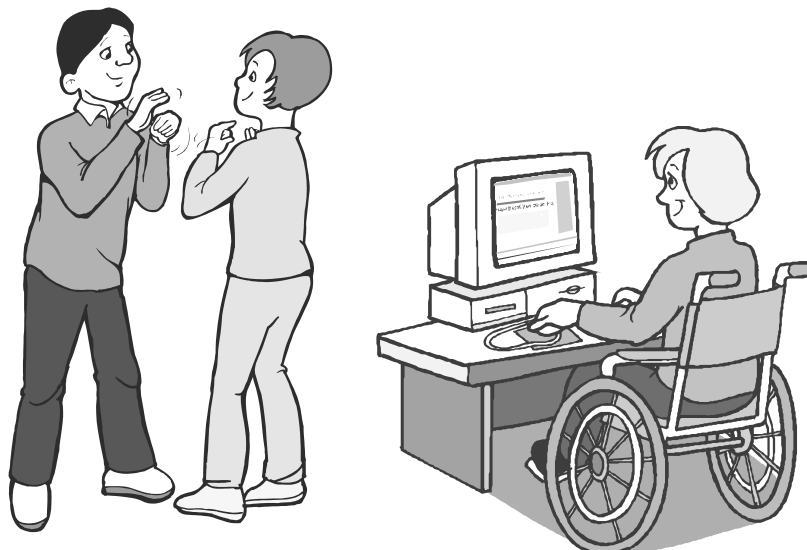
- Contact the Human Rights Commission nearest you.
- An intake person will assess your complaint to decide if they can proceed.
- If so, they will immediately contact the employer to determine if the matter can be resolved.
- If it cannot be resolved, the matter will be referred to an investigator for follow up.
- The parties may be asked to mediate at any point in the process.
- If the complaint is substantiated but does not settle, the matter could be referred to a Tribunal for adjudication (decision).
- If a complaint is dismissed, the complainant may still have a right to ask the Tribunal to hear the case.

Does the employer have to respect my needs?

Yes, in certain cases. If you have a mental or a physical disability, you may have 'special needs' in doing your job. Employers must assist people with special needs. That assistance is called 'accommodation'.

A common example of a physical accommodation is the wide doors to washrooms that make them accessible to persons using wheelchairs. Another example is the employer who supplies a blind person with computer software where s/he hears voice commands from the computer speakers.

The human environment of a workplace may have to be changed to accommodate a person with a perceptual disability. If an employee had a certain kind of reading problem, for example, an employer might provide an oral application form on tape instead of a written one.



Other Examples

Employers can accommodate the needs of single parents (family status) with school age children by allowing them to take work home or work hours that allow them to be home when their children get home.

Making it possible for pregnant women to avoid heavy lifting tasks is an example of how an employer can accommodate someone with a need related to their sex (pregnancy).

Employees who celebrate different religious holidays may be given the opportunity to take time off on those days and possibly make up the hours missed on other workdays or weekends. This is how an employer could show respect for an employee's need to celebrate his/her religious holidays.

These are examples of how workers can meet the requirements of their jobs in a way that is different from how workers have traditionally met them. This flexibility on the part of employers reflects their understanding of their workers' diverse needs and their willingness to respect those needs. Different ways of showing respect will eventually become more a part of the general culture of work rather than being required by law.

Saskatchewan Human Rights Code <http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/S24-1.pdf>

Saskatchewan Human Rights Commission www.gov.sk.ca/shrc/default.html

How do I file a complaint? <http://www.gov.sk.ca/shrc/default.html>



Unions

There are workplace unions in many countries. About one in three Saskatchewan workers belong to a union. A union is an organization that bargains collectively with an employer on behalf of employees. Workers in a workplace may choose to be represented by a union. The employer and the union negotiate a *collective agreement* that covers things like wages, hours of work, layoff procedures, hiring, health and other matters of mutual concern.

The Trade Union Act governs the rules for forming or joining a union. *The Trade Union Act* says that employees have the right to join or form unions.

The Labour Relations Board certifies a trade union, giving it the exclusive right to represent employees. Unions can be dissolved through a decertification process. *The Trade Union Act* outlines the rules regarding what employers and employees can do during certification or decertification. The Labour Relations Board settles disputes.

A union is often referred to as a *bargaining unit*. When you start a job, ask your employer if the workplace is unionized and if your job is within the bargaining unit. If yes:

- get a copy of the collective agreement
- know who your union representative (often called a “shop steward”) is

A union is a democratic organization, and you can be:

- provided with opportunities to discuss things about your employment
- allowed to run for election to union positions, and
- allowed to participate in votes on important items such as collective agreement proposals, strikes or other job actions

As a union member, you may be expected to:

- keep up-to-date on union matters
- participate at union meetings, and
- vote on union issues and abide by the decision of the majority

As a member of the bargaining unit, you’ll pay regular dues to cover the costs of bargaining and other services. Union dues are taken off your paycheck. Dues vary among unions, but they are usually a small percentage of your gross pay.

The Trade Union Act www.qp.gov.sk.ca/documents/English/Statutes/Statutes/T17.pdf

During a Job

Pay and benefits

Minimum wage

The minimum wage in Saskatchewan increases to \$6.35 an hour on May 1, 2002 and to \$6.65 an hour on November 1, 2002.

Equal pay

Male and female employees are entitled to equal pay when they perform similar work:

- in the same establishment
- under similar working conditions, and
- requiring similar skill, effort and responsibility

“Similar” means “resembling in many respects” or “alike,” although not necessarily identical. Exceptions can be made where payment is based on a seniority or merit system.

Who gets overtime pay?

In most work situations, you get overtime pay if you work more than:

- eight hours per day, or
- 40 hours per week (A work week under *The Labour Standards Act* is Saturday midnight to Saturday midnight.)

For weeks where there is a public holiday, you get overtime pay after 32 hours of work.

Do I get overtime no matter what job I'm doing?

You don't get overtime if you work in certain jobs including:

- managers or employees working as professionals, and
- people working north of the 62nd township (You are paid overtime though if you live in La Ronge, Creighton or Uranium City, or within a 10 km radius of La Ronge, Creighton, or Uranium City.)

Exemptions apply in other industries. Check with your nearest Labour Standards Office.

Special overtime rules apply to people who do certain kinds of work, including ambulance attendants, fire fighters, oil truck drivers and some city newspaper workers. If you're a highway construction worker, you receive overtime after working 100 hours in a two week period.

How much do I get paid for overtime work?

Your overtime pay rate is 1.5 times your hourly rate of pay.

What if I report to work, and there's no work to do?

You will probably receive a minimum call-out of \$19.05 (other than for overtime) each time you report for work as of May 1, 2002. As of November 1, 2002 the minimum call-out will increase to \$19.95. The minimum call-out is based on three times the current minimum wage. This does not apply if you're a full-time student, except during the summer holidays. Check the Minimum Wage Board Order for other areas that are exempt from the minimum call-out.

Will I receive a written record of my pay?

Your employer should provide you with a pay sheet (pay stub) that shows:

- the amount you earned during the pay period before anything was taken off your paycheck (This is called your 'gross pay'.)
- what was deducted from your gross pay (These are called 'deductions'), and
- your 'net pay' or 'take home pay' (This is your gross pay minus deductions)

Check each pay sheet you receive. To check the accuracy of a pay sheet, you need to keep a record of the number of hours you worked in that pay period. If you have any concerns about your pay sheet, talk to your employer right away. It's easier to fix mistakes at that point.

Hold onto your pay sheets. Don't throw them out.

Depending on your pay schedule, you will probably receive a pay sheet:

- bi-weekly (which means every two weeks)
- monthly (once a month)

What will my employer deduct from my paycheck?

Some common deductions, all required by law, are:

- CPP or Canada Pension Plan
- EI or Employment Insurance
- income tax, and
- union dues, if you belong to a union

Minimum Wage	www.labour.gov.sk.ca/standards/guide/common-questions.htm
Equal Pay	www.labour.gov.sk.ca/standards/guide/equal-pay.htm
Overtime	www.labour.gov.sk.ca/standards/guide/schedules.htm#Overtime
Minimum Call-out	www.labour.gov.sk.ca/standards/guide/common-questions.htm
Pay Sheet	www.labour.gov.sk.ca/standards/guide/benefits.htm#PayrollAdministration
Deductions	www.labour.gov.sk.ca/standards/guide/benefits.htm#Payroll%20Administration

Your pay statement will be a separate or detachable statement from your paycheck. Keep it for your records. The information below may appear on your pay statement. (R) indicates that your employer is required, under the *Minimum Wage Board Order 2002*, to put that item on your pay statement.

Terms	Explanation
Name of employee	Your name. (R)
Name of employer	Name of company organization you work for.
Category or class of employment	The name of the job for which you are being paid wages. (R)
Earning	Kind of earning, for example, salary, vacation pay, bonus, tips, commission.
Rate (or rates) of wages	The amount you're being paid per hour or unit. (R)
Number of hours	Number of hours of work you are being paid for. On some pay statements, where time is broken into units or hours, this is called 'number of units' or 'number of hours'. (R)
Amount	Amount of total wages (R) (hourly rate X number of hours).
Deductions	Amounts taken off your cheque for different reasons. The most common deductions, which you will see on every pay cheque: Canada Pension Plan (CPP), Employment Insurance (EI), and Income Tax. Other deductions often include: Union Dues, if you are a member of a union; Life Insurance, in the event that you die on-the-job; Long-term Disability Insurance, in the event that you are seriously injured or develop a long-term illness and can't work. (R)
Year-to-date	The total deductions in each category since the beginning of the year.
Total earnings	Your total earnings in the current pay period.
Total deductions	Total taken off your pay cheque this pay period and since the beginning of the year.
Pay period	The beginning and end dates of the time period you're being paid for on this pay statement, for example, Apr. 1 st to Apr. 15 th . (R)
Pay date	Date the cheque is issued.
Net pay	The actual amount of payment being made. Your 'take home' pay after all deductions. (R)

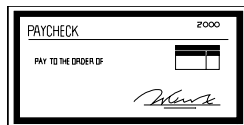
Sample pay sheet

This is an example of a pay sheet. Not all pay sheets will look like this one.

Name of Employee				Name of Employer		
Earning	No. of Hours	Hourly Rate	Amount	Deduction	Amount	Year to Date
Salary				CPP ¹		
Overtime				EI ²		
Vacation				Income Tax		
Gross Pay				Union Dues		
				Life Insurance		
				Long Term Disability		
Total Earnings				Total Deductions		
Pay Period		Pay Date		Net Pay		

¹ CPP means Canada Pension Plan.

² EI means Employment Insurance.



Will I receive any 'benefits'?

Some employers offer employees benefits that are consistent with their position and salary level. Some common benefits are:

- a dental plan
- a group life plan (insurance)
- an accidental death and dismemberment plan
- a plan covering the cost of prescription drugs

If your employer has a business with 10 or more employees, s/he must provide the same benefits to part-time employees on a prorated basis as s/he provides to full-time.

As a part-time employee what level of benefits do I receive?

You get 50% of the benefits full-time workers receive if you work between 15 and 30 hours a week. If you work 30 hours or more a week, you get the same level of the four benefits noted above as full-time employees.

If some of the benefits you receive require that you make employee contributions, you'll need to make them the same way as full-time employees. Often, employers take the employee contributions from their monthly paycheck. As a part-time employee, the contributions you make will be in proportion to the level of the benefits you receive.

Benefits for Part-time Employees www.labour.gov.sk.ca/standards/guide/benefits.htm

How do I qualify to receive benefits as a part-time employee?

You must have been employed by the same employer for 26 consecutive weeks and have worked at least 390 hours in those 26 weeks.

Can I qualify for benefits if I'm a full-time student?

No. You aren't eligible for benefits if you have 60% (or more) of a full course load at a school, university, technical institute, regional college or private vocational school. An employer may offer you benefits, but s/he isn't required to do so.

Work schedule

What should I know about my work schedule?

A work schedule outlines the hours, days and shifts you will work. Shifts refer to periods of work time during the 24-hour day. Common shifts include: day, night, graveyard (starts at midnight), early morning shift and split shift. In a split shift, a person works for two shorter periods in the 24-hour cycle.

Will I know my work schedule ahead of time?

Yes. Your employer must give you your work schedule in writing or by posting it in at least one week periods. Your schedule should include the time(s) for meal breaks. If your employer changes your work schedule, s/he should give you at least one week's notice (except for a sudden or unusual occurrence).

Work Schedule (in advance) www.labour.gov.sk.ca/standards/guide/schedules.htm

What's full-time work? Part-time?

The general public understands full-time work to mean that you work an eight hour day, five days of the week.

Like full-time employees, part-time regular employees may work everyday. Part-time workers may, therefore, work every day but have fewer hours of work in a year.

A casual worker generally works less than a part-time worker. S/he may be on call and asked to work when others are sick or on holidays. Alternately, a casual worker may be called in for a length of time to help when things are very busy.

A term position means that the employer has hired the worker for a definite period, often under a year.

The meaning of these different terms varies among workplaces. It's always a good idea to find out exactly what they mean by asking your employer. It's a good idea, too, to find out how many hours you'll be working each day and each week you're employed.



How many hours can I work in a week?

You can work as many hours as you want if the work's available and the employer consents to it. However, that would not be a good decision in terms of your health and safety on-the-job. Besides, you are legally entitled to certain breaks.

Here are some general rules:

- You're entitled to 24 consecutive hours away from work every seven days.
- If you're employed in the retail trade, you're entitled to two consecutive days off every seven days. In the retail trade, the two consecutive days off do not apply to:
a) businesses with less than 10 employees, or b) employees who work less than 20 hours per week.

How many hours do I have to work in a week?

You don't have to work for your employer more than 44 hours a week unless there's an emergency. Emergencies are sudden and unusual events that could not have been anticipated by your employer.

What breaks can I take?

Breaks in the 24-hour cycle

- You're entitled to a rest break of eight consecutive hours in any period of 24 hours (unless there's an emergency).

Meal breaks

- If you work six hours or more, you're entitled to an unpaid meal break of at least 30 minutes within every five hours of work. However, s/he must pay you if s/he asks you to work during your meal break and you agree to do so.

Coffee breaks

- Your employer decides whether or not you get coffee breaks. If s/he gives you coffee breaks, s/he must pay you for that time.

Breaks www.labour.gov.sk.ca/standards/guide/schedules.htm

Holidays and vacation

What about public holidays?

Your employer may ask you to work on a public holiday. If you work on a public holiday, you get overtime pay for all hours worked plus public holiday pay.

There are nine public holidays a year in Saskatchewan:

- New Year's Day January 1st
- Good Friday
- Victoria Day The Monday before May 25th
- Canada Day July 1st (If July 1st is a Sunday, then July 2nd)
- Saskatchewan Day 1st Monday in August
- Labour Day 1st Monday in September
- Thanksgiving Day 2nd Monday in October
- Remembrance Day November 11th
- Christmas Day December 25th

Public Holidays www.labour.gov.sk.ca/standards/guide/holidays.htm

Will I get holiday pay?

Public holiday pay is 1/20 of your regular wages (excluding overtime) in the four weeks before the public holiday. If you're a construction worker, your employer will calculate your holiday pay as 3.5% of all your wages (excluding overtime and annual vacation pay) earned that calendar year.

What if I work on a public holiday?

You'll get paid time and a half for all hours worked plus public holiday pay.

Can I celebrate my own religion's holidays?

In Saskatchewan there are two paid religious holidays: Good Friday and Christmas Day. If you want to celebrate any other religious holiday, your employer has a responsibility to accommodate your request as long as it doesn't cause the employer undue hardship.

The best solution is to negotiate with your employer for the time off. Tell your employer about your religion, its customs, and the days off you wish to take. Your employer may be willing to give you time off.

The most important thing to remember is to talk with your employer about your religious customs, and try to work out something that's reasonable and satisfactory to both of you.

What about annual vacation?

If *The Labour Standards Act* applies to your workplace, you get annual holiday pay.

Annual Holidays www.labour.gov.sk.ca/standards/guide/holidays.htm

The Labour Standards Act applies to most Saskatchewan employees and employers, except

- workers employed primarily in farming, ranching or market gardening, and
- those covered by *The Canada Labour Code*
- sitters

The Canada Labour Code (Labour Standards) applies to employees in the following and other industries:

- inter-provincial and international services such as railways; highway transport; pipelines; telephone, telegraph and cable systems; shipping and shipping services
- radio and television broadcasting
- air transport
- banks
- most grain elevators, flour and seed mills
- uranium mining and processing
- most federal crown corporations, and
- the federal public service

How many days do I get for annual vacation?

You get a minimum of three weeks after each year of employment. If you've worked 10 years with the same employer, you get a minimum of four weeks off.

Do I get paid for my annual vacation?

Yes. The amount of your annual holiday pay is based on your total wage for a 12-month period.

When do I receive my annual vacation pay?

You'll receive it:

- during the 14 days before you start your annual holiday
- within 11 months after you earn your annual holidays, or
- within 14 days of your termination

Some employers may give you the choice of receiving vacation pay on each paycheck or at the time you take your vacation. This will show on your statement of earnings.

Can I take time off work besides holidays and vacation?

Generally speaking, your employer will prefer you to schedule your dentist and doctor appointments outside of work time. If you have to schedule them during your normal working hours, you may be expected to make up that time either outside your normal working day or take the time off without pay.

In all cases, it's important to let your employer know what you're doing. Check ahead of time with your employer to see if it's OK to schedule health appointments during working hours.

If you're interested in taking time off of work for other reasons that mean you'll be absent from work for a day or more, check with your employer first. You may be able to take leave without pay. Likewise, your employer may approve a leave without pay for your attendance at a course that isn't related to your job.

An employer may be more willing to giving you time off if the reason will benefit the business, such as taking training related to your work. In that instance, your employer might cover all or part of the costs and may even pay your wages in full or part.

Something to always remember: Your employer expects an honest day's work for the money s/he is paying you. Taking time off without your employer's permission and stretching out coffee or lunch breaks does not honour this principle, and your employer will notice it.

If someone dies, can I go to the funeral?

If the person who dies is a member of your immediate family and you've worked for the employer for three months or more, you're entitled to 'bereavement leave' of up to five working days without pay. You must take bereavement leave in the period from one week before the funeral to one week after the funeral.

Even though you're entitled to leave in this situation, you still need to give your employer as much advance notice as you can that you won't be available for work due to a death in your immediate family.

Your immediate family includes:

- your spouse
- parents, grandparents, children, brothers and sisters of you (the employee) or your spouse

If the person who dies isn't a member of your 'immediate family', then your employer must approve your leaving work to attend the funeral.

Most employers will be compassionate and understand if you were close to the person who died, but they may expect you to make up the work time or to take time without pay.

Sick or injured

What if I get sick on-the-job?

If you're sick and can't work, your employer should allow you time off from work to get better. If you've been employed for 13 consecutive weeks, you're entitled to:

- a minimum of 12 days unpaid sick leave per year
- up to 12 unpaid weeks for a serious illness or injury to you or a dependent member of your family
- up to 26 unpaid weeks if you're injured and receiving benefits from the Saskatchewan Workers' Compensation Board

Your employer has no legal obligation to pay your wages while you're off the job. It's a good idea to check ahead of time so you know your employer's sick leave policy.

Sick leave isn't like a public holiday or vacation leave that you get paid for. Sick leave should only be used for its real purpose – to recover from illness or to get needed medical attention.

What if I'm injured and can't work?

The Workers' Compensation Act covers most workers in Saskatchewan. Employers must pay insurance premiums, based on their industry grouping.

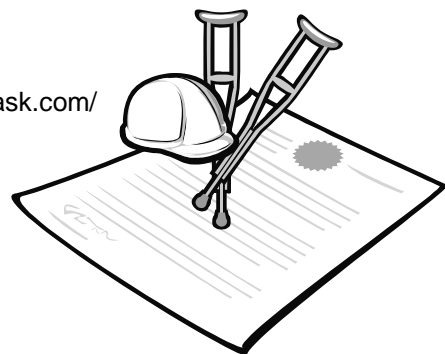
The Act covers full-time, part-time and seasonal employees as soon as they start work and/or, as long as their occupations or the industries are covered under the Act.

Some occupations and industries, such as artists and poultry farms, are not covered. Check with the Workers' Compensation Board (WCB) if you're not sure whether your job is covered.

The WCB considers each work injury on an individual basis. In most cases, however, compensation would apply to injuries that occur while a worker is:

- at work
- on company premises, or
- on company business

Saskatchewan Workers' Compensation Board www.wcbask.com/



What does Workers' Compensation cover?

It covers your medical costs, including prescription drugs, doctor's fees, hospital expenses, and salary (maximum \$48,000).

It also provides financial support if you're permanently impaired, death benefits if you die, and benefits to your spouse if you die.

WCB provides employment services if you need help to return to work.

The WCB case manager can help by:

- assessing your physical abilities and skills
- looking at ways for you to return to work in the early phases of your rehabilitation
- developing a return-to-work plan, and providing benefits and incentives to support your return-to-work plan

Important Steps to Take If You're Injured

1. Get medical attention if you need it.
2. Report the incident to your employer immediately.
3. Fill-out the Worker's Initial Report of Injury (W1) as soon as possible and submit it to the Saskatchewan WCB.

You can make your report on paper by downloading the form from the WCB website or telephoning the WCB and requesting a copy. You can also fill-out and submit the form online or phone in your injury report information (1-800-787-9288).

WCB will assign you a case manager. Stay in contact with that person.

Worker's Initial Report of Injury

The Worker's Initial Report of Injury has the following headings:

- A. Worker Information: includes name, address, SIN, etc.
- B. Employer Information: name, address, contact person
- C. Injury Information: details of how injury happened
- D. Wage and Employment Information: sources of income and time off due to injury, etc.
- E. Direct Deposit Information: bank, address
- F. Declaration: as to truth of information provided

What are the conditions of coverage?

Workers and employers should be aware of the conditions of WCB coverage:

- It is the employer's duty to report to the WCB all worker injuries within five days of being made aware of such an injury.
- It is illegal to try to prohibit the employee from submitting a Report of Injury.
- A work-related injury is the result of any work-related event that causes a need for medical treatment and/or time away from work.
- An injury may also be a willful and intentional act, which is not the act of the worker.
- Where injury results from misconduct, benefits may be withheld.

What if I have a serious accident, and can't work for a long time?

If your injury prevents you from working, you'll be compensated for your loss of earnings. This compensation will continue for as long as total or partial loss of earning capacity due to injury exists. If your employer doesn't have insurance with WCB, s/he may have 'long-term disability' insurance.

What if I'm having trouble with my WCB claim?

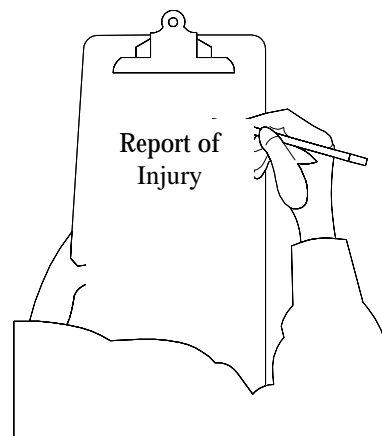
Talk to your WCB case manager first about any concerns you have about your claim. If you disagree with a WCB decision, try to work it out with the help of your case manager.

If you've tried different ways to resolve your problem and you're not satisfied with the outcome, you can contact the WCB's Appeal Committee or the Office of the Worker's Advocate.

This Office can give you information and advice about the problem you're having with a worker's compensation claim. The Worker's Advocate can investigate a claim, give you advice on what to do and help you with an appeal.

The Office of the Worker's Advocate is one avenue of appeal. Other persons, such as your friends, your family or your lawyer can also help you with an appeal.

The Office of the Worker's Advocate www.labour.gov.sk.ca/advocate/INDEX.HTM



Smoking, drinking, drugs

Can I smoke at work?

The employer is required to take action to minimize workers' exposure to second hand tobacco smoke.

This can be achieved by ensuring that workers do not smoke in an enclosed part of the workplace other than in well ventilated, designated areas.

Ask about your employer's policy on smoking, and follow it.

If the employer has not taken adequate action to minimize workers' exposure and the smoke bothers or affects you, raise the issue with the Occupational Health Committee or Health and Safety Representative.

Smoking www.labour.gov.sk.ca/safety/fast/SMOKING.HTM

What if someone at work is impaired due to alcohol or drugs?

Drinking during the workday or coming to work under the influence of alcohol or drugs can have grave consequences for you, the other employees and the business. A worker abusing alcohol or drugs can cause:

- accidents
- injuries or death, and
- costly damage to property, equipment and materials

If you see that a coworker's performance is impaired at work due to alcohol or drugs, advise your supervisor or, if your supervisor has the problem, advise the company manager.

Many employers will help their employees get into rehabilitation programs and reassign them to work when they're ready. Helping employees deal with their problems and get back to work benefits everyone – the worker gets better and keeps his/her job, and the employer holds onto a trained, skilled employee.

Employee Assistance Programs (EAP) provide services to workers who have problems with alcohol.



Bullying

What is workplace bullying?

Workplace bullying is the *repeated, harmful mistreatment of a person in the workplace.*

You see and experience bullying and other forms of conflict when you're in school. You may have had discussions about them in class. Conflict and bullying also happen in the workplace. The Canada Safety Council suggests that bullying occurs more often than other destructive behaviours, such as sexual and racial harassment.

Workplace bullying and harassment are both objectionable and forms of mistreatment. Like harassment, workplace bullying isn't something a person wants or deserves. Both threaten the health and safety of those in the workplace.

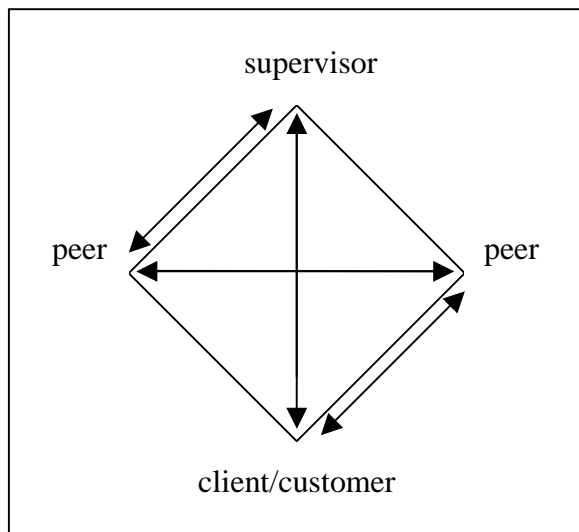
Bullying itself may not be against the law, but if someone at work bullies another person *because they are different* (e.g., sex, racial origin, etc.), then bullying can become harassment. Harassment violates the *Saskatchewan Human Rights Code* and *The Occupational Health and Safety Act*. It is against the law. If bullying involves violence or threats of violence, it is against the law.

What kinds of bullying can happen at work?

Both men and women can be bullies or the targets of bullies. Bullying can include:

- one-on-one (or pair) bullying: one worker bullies another
- supervisor/worker bullying: the boss or supervisor bullies a worker or vice versa
- gang bullying: a group of employees bullies an individual
- client bullying: employees are bullied by the people they serve, for example, a customer bullies the staff person in a shop

The diagram below shows that the direction of bullying may vary in workplace relationships.



Who are bullies?

Typically, bullies are insecure, have low self-esteem, and lack empathy for others. They are often threatened by the competence and good work of other workers. Bullies feel good about themselves when they control or dominate others.

What do bullies do?

Bullies turn their own insecurity outwards and find satisfaction in attacking people around them. Bullies act this way to take the spotlight off their own inadequacies. In the workplace the target of bullying can be anyone – a worker, a supervisor or the owner of the business – and anyone can bully.

Some ways of bullying are:

- shouting, yelling, making threats
- teasing, taunting, insults, using language that is offensive
- making inappropriate comments about a worker's life or lifestyle
- put-downs or humiliating comments (especially in front of others)

- unfair criticism, nit picking
- raising concerns about the quality of a worker's performance (where there is no evidence to support the concerns)
- depriving a worker of the information or training needed to do the job
- supplying incorrect information
- ignoring a worker or his/her comments
- isolating a worker from others, excluding a worker from what is happening, e.g., meetings or social get-togethers

- setting unrealistic deadlines, excessive monitoring of a worker's performance
- giving a worker tasks beyond his/her ability or giving a worker meaningless tasks
- overloading an employee with work or taking all work away
- unnecessary delays in processing a worker's application for training, leave or wages

Taking a look at our own behaviour...

Anyone in the workplace can bully at some time. Looking at the list above, consider whether you've acted similarly at some point. While under pressure at work, you may have bullied someone without being aware of it. Recognizing it and apologizing to the person you bullied may benefit your working relationship. Being conscious of how we behave toward others at work is important. Treating others with the consideration and respect that we want ourselves will do much to create a positive work environment.

How does bullying affect the workplace?

Bullying can be the cause of fear and depression in the workplace. It can reduce productivity and impair customer service. It may cause workers to be absent more often and staff turnover to increase. It can cause strife among workers and interfere with teamwork. All these things increase the employer's cost of running the business.

How can bullying affect the person being bullied?

Some ways bullying can affect you are:

- severe anxiety, panic attacks
- extreme tiredness, loss of sleep
- reduced resistance to infection
- prone to make more mistakes and have more accidents
- lessened ability to make decisions
- reduced work performance, incapacity to work

What should I do if I think I'm being bullied?

First, assess whether the bullying is real. Is what you perceive as bullying really bullying? Check your perception of what's happening.

Worker – Coworker

If you find the behaviour of a coworker inappropriate, you can tell your coworker how you feel about what s/he said or did, and ask your coworker to stop. If s/he stops doing what bothered you, then you have dealt with the situation effectively. If your coworker doesn't stop, then s/he may be bullying you.

Supervisor – Worker

Likewise, carry out your own assessment if you think your supervisor might be bullying you. Supervisors have the right to give workers feedback on their performance, and a responsible supervisor will check the work of their employees and give them constructive criticism. Constructive criticism may not feel positive when it's given.

In assessing your supervisor's comments, you need to take an honest look at your own work habits and performance. Are you doing your best? Are there areas where you should improve? If you've done everything you can to improve and your supervisor continues to act in the same way toward you, you may wish to tell your supervisor how his/her behaviour causes you to feel and how it's affecting you.

If your supervisor continues acting in the way that's been bothering you, and there doesn't seem to be a valid reason for it, then you may be a victim of bullying.

Worker – Supervisor

A worker may also bully a supervisor. If you're a supervisor, and a worker you're supervising acts in an inappropriate and harmful manner, check out the behaviour with the worker. Let the worker know how you perceive what s/he did or said and how it affected you. Discuss the reasons for the behaviour, and try to work out a solution to the problem behind it. You can ask the worker to stop doing what s/he was doing or change the behaviour.

If the behaviour continues, you can ask for help from someone else to deal with the problem, for example, a human resources officer, an OHC member or the health and safety representative.

Customer – Worker

In service situations there may be times when you have to deal with customer complaints. It's the worker's job to provide good service and help customers solve problems. If you've done your best to help a customer who has a complaint, and the customer continues to complain or berates you, the customer may be bullying.

Point out to the customer that you've done everything you can to help him/her work out the problem. Ask the customer if s/he'd like to talk to your supervisor or the owner. Talk to your boss about how to deal with the situation.

In all work situations where someone is acting toward you in a questionable way, it's important to check your own perception of what's happening and how you're being treated. Is the other person simply trying to do a reasonable job, or are they acting toward you in a way that's unjustified and harmful? In some workplaces people may talk to each other in ways that you find offensive. You need to ask yourself whether you're being bullied or simply being exposed to a form of communication that you don't like? Get a clear picture of what's happening.

What if I'm sure I'm being bullied?

Here are some of the things you can do if you're sure you're being bullied:

1. See bullying for what it is – criticism designed to control you, which has nothing to do with your performance. Try not to blame yourself.
2. You are not powerless. You do have several choices. You can:
 - deal with the bully or the bullying
 - leave the job
 - stay and endure the situation

Deciding what to do isn't easy, and you may even want to avoid making a choice. For your own health and peace of mind, however, you need to decide what you're willing to tolerate in that work situation.

In deciding what to do, you may have to weigh the importance of keeping the job against the stress of dealing with the bully or enduring the bully's mistreatment.

You may not be able to handle a bullying situation by yourself. Get help. Discuss the situation with your parents, a close friend, or someone else you can trust. You may find it worthwhile to talk to your union steward, your health and safety representative, or your occupational health committee member.

3. If you decide to stay in the job and deal with the bully, these tips may help:
 - Keep a detailed print record of all your negative encounters with the bully, including times and dates. Keep any relevant notes, memos or e-mails to and from the bully.
 - Tell the bully that his/her misconduct is wrong and that you are recording it. If you can't confront the bully yourself, there may be someone in the workplace who can do it on your behalf.
 - Talk to the person responsible for handling bullying complaints in your workplace. If no one has been appointed to handle bullying complaints, talk to your supervisor or the supervisor of the person bullying you.
 - Build yourself a support network of those who are sympathetic to your situation. Deal with the bully with help from allies who care about you and your health.
 - Obtain a copy of your employer's bullying and harassment policy. If there isn't one, advise your employer, supervisor, occupational health committee or health and safety representative that the workplace is required to have one.

You may also raise the issue of expanding such a harassment policy to include bullying and other disrespectful behaviour with the occupational health committee or the health and safety representative.

- Follow the grievance procedure if there is one and it fits the situation you're in.

Know in advance:

- Dealing with the bully may not be straightforward or finish quickly.
- It will likely be a stressful experience emotionally.
- The process will probably be time consuming, difficult and unpleasant.
- You may find that the people who are supposed to support you in your complaint aren't as helpful as you expected.

Don't forget that you have choices. You can change your mind and decide to go in a different direction.

If you're not getting positive results from trying to end the bullying, you may need to evaluate the situation again. Weigh the consequences of continuing to deal with the bullying against the consequences of enduring the bullying or leaving the job. You may decide it's worth it to stay and continue to deal with the bullying or simply try to live with it.

In some organizations, however, bullying may be deeply rooted. You may not be able to do much about it. Staying in bullying situation may affect your self-esteem and your health. If you weigh the alternatives and believe it just isn't worth it to stay, the decision to leave may be positive for you.

What about the effects of bullying after it's over?

Bullying may leave emotional scars that last a long time. Some of the things you can do to heal faster include:

- Talk about it. Don't bring it up with your work colleagues if you're in a new job. If your friends and family heard about it a lot while you were being bullied, they've probably heard as much as they can handle. If the bullying experience still bothers you, talk to a professional counsellor. Meeting with other people who have been bullied can help as well.
- While you were in the bullying situation, you may have stopped physical activity and other things you did to cope with stress. Take them up again. They'll help your healing.

How can we have bully-free workplaces?

We can work together to develop guidelines for positive working relationships and encourage each other to follow them. This will help everyone work in a fair and respectful way with each other, whether they're workers, supervisors, employers or clients/customers. Doing so is part of our shared responsibility for improving workplace health and safety.

Bully OnLine

www.successunlimited.co.uk/bully/index.htm

Campaign Against Workplace Bullying

www.bullybusters.org/

Stress

In the workplace?

You experience workplace stress when the demands of the work situation exceed your ability to cope with them. Although workplace stress seems to have increased, there has been a corresponding increase in strategies and support systems to help workers deal with the stress of work. As a new or young worker it's important to:

- know what's available to help you cope with stress, and
- develop solutions for managing stress that fit you

People's lives have become more complex and demanding outside their work life. This has spilled over into their work life, increasing the stress level of the workplace. We must recognize, as well, that a moderate amount stress can be positive and motivating. Our task is not to eliminate all stress, but to make any negative stress manageable.

What are some ways of coping with stress in the workplace?

Make sure you have a healthy life outside of work. Some everyday stress reducers include:

- regular exercise
- healthy, balanced diet
- meditation or prayer
- counseling, and
- listening to relaxation/stress reduction tapes

Modern workplaces create opportunities for their employees to participate in stress reducing activity.

Some examples are:

- gyms and organized sports
- quiet rooms, noise controls
- pleasant work environments
- ergonomically sound work stations, and
- flexible work schedules

Make sure you have a stress reducing strategy that works for you. Don't lose sight of it. Make stress management a priority in your life, and you will continue to be a productive employee. Your employer will see you as a valuable contributor to the business, a factor that will increase your chances of success and promotion. Also, keep a mental note of what you do to cope with stress. You may be asked about it in your next job interview.

What's harassment?

Harassment creates a hostile or poisoned work atmosphere. It can affect employees' personal lives and the quality of their work. Harassment may be one incident or a series of incidents.

Both *The Occupational Health and Safety Act* and *The Saskatchewan Human Rights Code* protect workers from harassment.

According to *The Occupational Health and Safety Act, 1993*, someone harasses you at work when:

- S/he does something to you that you find objectionable (a comment, gesture, action, or display, e.g., a poster).
- S/he does it on the basis of one of the areas protected by *The Occupational Health & Safety Act* (see list below).
- What s/he does constitutes a threat to your health or safety. Health can be understood as referring to your physical and mental well-being and, more broadly, to the health of the work environment.

The Occupational Health and Safety Act protects people from harassment based on:

- race
- creed
- religion
- colour
- sex
- disability
- age
- sexual orientation
- physical size or weight
- family status
- ancestry
- place of origin
- nationality
- marital status

Harassment: Saskatchewan Labour www.labour.gov.sk.ca/safety/fast/harassment.htm

The Saskatchewan Human Rights Code protects people from harassment based on:

- age
- creed
- sexual orientation
- family status
- disability (physical or mental)
- receipt of public assistance
- ancestry
- sex (gender or pregnancy)
- religion
- marital status
- ancestry (includes race, perceived race, colour, and place of origin)

Harassment: The Saskatchewan Human Rights Code www.gov.sk.ca/shrc/default.html

Neither *The Saskatchewan Human Rights Code* nor *The Occupational Health and Safety Act* cover 'personal harassment' where a worker is treated differently simply because someone doesn't like him or her.

What are employers required to do?

OH&S legislation requires all employers to ensure that workers are not exposed to harassment from anyone at work. In consultation with the Occupational Health Committee (OHC), all employers are required to develop and implement a written policy to prevent harassment in the workplace. The policy should include:

- a definition of harassment (that includes the definition in *The OH&S Act*)
- a statement that every employee is entitled to employment free of harassment
- a commitment that the employer will make every reasonable effort to ensure that no worker is subjected to harassment
- an explanation of how complaints of harassment may be brought to the employer's attention
- a commitment that the employer will take corrective action when any of his or her employees harasses another employee

This policy should be posted in a prominent place in the workplace.

The employer should also consider one or more persons to administer the policy, investigate complaints, and should ensure that those designated are competent to handle harassment complaints. However, the OHC should not be involved in harassment complaint investigations in most situations due to the confidentiality factors involved.

What should I do if someone harasses me?

If you're at work, follow these steps without delay:

- Tell the harasser to stop. Do this right away. You can do it by saying it or writing it in a letter or e-mail. If this can't be done or isn't successful, take the next step.
- Tell your employer or the person your employer has appointed to receive and handle harassment complaints.
- Talk about it to someone you trust (a coworker, a friend, a relative).
- Write it down. Write down each remark (the exact words if you remember them) or action. Record dates, times, places and the names of any witnesses. This information will help you make your case if an investigation follows.

What about violence at work?

If someone threatens you, touches you without permission or acts violently toward you, you may be a victim of assault. You can experience violence directly as a victim or indirectly as an observer.

Incidents of violence include attempted or actual assaults or any threatening statement or behaviour towards a worker made by any person, which gives the worker reasonable cause to believe that s/he is at risk of injury.

Violence www.labour.gov.sk.ca/safety/fast/VIOLENCE.HTM

Am I protected?

Section 14 of *The Occupational Health and Safety Act* sets out the employer's responsibility in developing and implementing a policy to deal with violence in prescribed workplaces. Section 37 of the Regulations lists what must be in a policy. Subsection 14(1) of the Act, lists the businesses, services and activities require violence prevention policies. These include:

- transit services
- taxi services
- pharmaceutical-dispensing services
- education
- police services
- corrections services
- other law enforcement services
- security services
- crisis counselling and intervention services
- financial services
- retail sales in establishments that are open between the hours of 11:00 p.m. and 6:00 a.m.

A policy statement must be in writing and must include:

- the employer's commitment to minimize or eliminate the risk
- the identification of the worksite or worksites where violent situations have occurred or may reasonably be expected to occur
- the identification of any staff positions at the place of employment that have been, or may be expected to be, exposed to violent situations
- the procedure to be followed by the employer to inform workers of the nature and extent of risk from violence, including (except where the disclosure is prohibited by law) any information in the employer's possession related to the risks of violence from persons who have a history of violent behaviour and whom workers are likely to encounter in the course of their work
- the actions the employer will take to minimize the risk, including the use of PPE, administrative arrangements and engineering controls
- the procedure a worker should use to report a violent incident to the employer

- the procedure the employer will follow to document and investigate a violent incident
- a recommendation that any worker who has been exposed to a violent incident consult his/her physician for treatment or referral for post-incident counselling, and
- the employer's commitment to provide a training program for workers

Where a worker receives post-incident treatment, counselling, or attends a training program, an employer shall credit the worker's attendance as time at work and ensure that the worker loses no pay or other benefits.

Employers shall make available to the workers a copy of the policy statement and ensure that the statement is reviewed and, where necessary, revised every three years.

How can I be protected?

Your employer should make you aware of all potential risks and train you to deal with them in the safest way. Some of the things you should be advised about are:

- preventing violent incidents from happening (such as making deposits, working alone, parking at work, working at night)
- recognizing and dealing with potentially violent situations if you are in a job where you might encounter them (such as dealing with angry customers, or shoplifters)
- how to respond to violent incidents and get help (such as what to do during and after a robbery)
- how to report violent incidents

Some things that your employer might do to ensure your safety include:

- having security alarms and monitoring systems
- posting signs to advertise security systems
- adequate lighting around the workplace and, in particular, at the back doors
- lowering store shelves to five feet to improve visibility
- posting signs showing 'maximum cash on premises is \$50'
- moving the cash to the front door to improve visibility, and
- installing a height strip at all front doors to help estimate the height of a robber or shoplifter

What should I know about shift work?

If you're working outside the normal daytime working hours of 7 a.m. to 6 p.m., you're doing shift work. Shift work interferes with the normal rhythm of your body's internal clock.

Shift work can harm three parts of your life:

- work
- health
- home

At work, your alertness, decision-making and performance may falter. Fatigue will increase the risk of accidents and injuries to you and other workers.

Shift work may lead to stomach problems (particularly ulcers), heart problems, insomnia, poor quality sleep and drug and alcohol abuse.

Shift work can hurt your family relationships because of a) your mood changes, and b) lack of family time because you have to sleep when other family members are awake.

Shift work is a part of our work world. Some workplaces, such as healthcare, have no choice but to work 24 hours a day.

The service industry has extended hours. Production during peak times, in occupations such as farming or construction, may require longer shifts or round-the-clock operations.

What can I do?

In cooperation with your employer, there are many things you can do to reduce the negative effects of shift work:

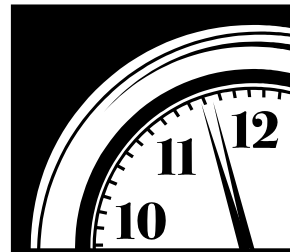
- Learn strategies to remain alert on-the-job.
- Understand how to minimize the effects of shift work.
- Have regular wake and rest routines.
- Avoid exercise for two hours before going to bed.
- Protect your sleep periods (ensure a quiet sleeping area and disconnect the phone).
- Eat nutritious meals, keep a regular meal routine.
- Keep physically fit.

By doing these things, you're helping regulate your body's daily rhythm. Your employer can help minimize the bad effects of shift work by the way s/he organizes and schedules work, and designs the workplace.

The negative effects of shift work will be reduced when:

- the sequence of shift is arranged in order of day-evening-night rather than night-evening-day
- the duties are rearranged to reduce the need for shift work
- the work during shifts is varied to reduce boredom
- workers have some input into the development of shift work schedules
- some free weekends each month are included
- day shifts start after 5 a.m.
- workers aren't isolated, that is they work near each other, and
- a food preparation and rest area is provided

Shift Work www.labour.gov.sk.ca/safety/shiftwork/index.htm



Supports on-the-job

Who can help me when I'm having problems at work?

All workers encounter problems at work. Problem solving of all types is a normal part of everyday work. In fact, some employers specifically look for employees who have strong problem-solving skills.

Two kinds of problems stand out:

- those that are part of your assigned work, and
- problems in working relationships with others

Problems in your working relationships with other employees will likely challenge you more than your work task problems. Your coworkers and supervisor can give you support and advice on both kinds of problems. There may be times, however, when you need the help of someone whose job is to counsel people trying to work out problems in their work relationships.

Many larger companies have an Employee Assistance Program (EAP) with trained counsellors. You can talk to them about problems in the work environment or problems in your personal life that are affecting your work.

What groups can I join for support at work?

Many medium sized and larger companies have social clubs that organize parties and sports events. Joining the committees that organize events and participating in the events will bring you benefits. These informal activities connect you with people who become part of your 'workplace support group.'

More professional groups also form and come together in workplaces.

There may be special support groups for persons with:

- similar interests, such as employment equity, professional development or occupational health and safety
- distinguishing characteristics, such as visible minorities and persons having Aboriginal status

Participating in these kinds of groups will expand your identity and give you a sense of fitting into a particular workplace. Your boss will see you as someone who contributes to the workplace and the well being of others.

Getting along

Why is teamwork so important?

More and more today people work on teams. On teams you get ahead and succeed by helping the other workers succeed. Helping, cooperating, sharing the load, doing what's best for the team – that's the essence of teamwork. Learning good teamwork skills can take time. To be part of a team, try doing these things:

- Put the team ahead of your individual needs.
- Stay positive and constructive.
- Show interest in your coworkers.
- Treat your coworkers with consideration and respect.
- Ask for their ideas and really listen when they're giving them.
- Meet people half way in deciding what to do (cooperate and compromise).
- Do what your supervisor asks you to do.
- Ask for help and ask questions you need answered.
- Work without being asked.
- Do your fair share of the work.
- Respect time limits for breaks.
- Arrive a little early, leave on time.
- Help your coworkers and new workers.
- Praise your coworkers for their successes.
- Use problem solving to benefit everyone.
- Disagree politely (always be polite at work).

What if I have problems with another worker or my supervisor?

You will have problems with someone in the workplace at some time. Problems can range from simple disagreements and conflicts to more serious concerns like harassment, discrimination or theft.

Most small problems can be solved by communicating the concern to the other party and jointly deciding on a solution.

Other problems, such as conflict with a coworker/supervisor, may need more work to solve.

Whether you decide to act and do something may depend on:

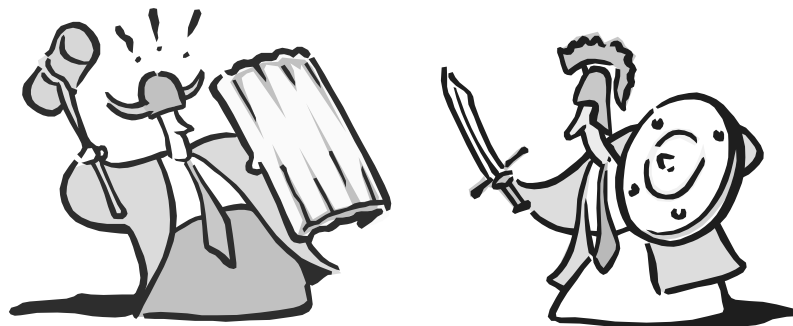
- importance of the relationship
- level of your stress
- amount of difficulty it's creating for your work

Once you've decided to address the conflict or disagreement, you need a strategy. If you meet with the person you're in conflict with, it will help if you know what you're going to say. Take some time to put your thoughts and feelings in order, so you can communicate the problem in a calm, rational way.

Answer these questions first:

- What do I see as the real problem?
- How do I feel about the problem?
- What change do I want to happen?
- What are some things I can do to solve the problem?
- What can I say to the person I'm having the problem with?

Use these questions as a basis for your problem solving with the other person. Remember, if you want to resolve the conflict, you have to take action. Taking action is no guarantee that the situation will improve, but you'll have the satisfaction of knowing you tried.



Evaluation on-the-job

How will I know how well I'm doing on a job?

When you're starting a job or you're new to the world of work, you will probably feel unsure of yourself. You may regularly find yourself asking: "Am I doing O.K.? Is this work good enough?" If you aren't asking these questions, perhaps it would be helpful to do so.

Your employer and supervisor should take the time to look at your work and let you know how you're doing. If you're not making any major, costly blunders, you may not get the attention you need from your supervisor to really know how you're doing in your work. Your supervisor may be busy with many other things s/he has to deal with on a daily basis. What to do?

You may want to ask for feedback about your work. You may be able to get some idea from your coworkers, and that should help you improve the work skills or techniques you need to do your job well. You can ask your supervisor if s/he can meet with you at a particular time during the day or week.

At that meeting, you can:

- ask about the overall quality of your work
- get feedback from your supervisor, and
- ask any other questions that you have about the work environment, further training, informal work policies

In a busy workplace, it may be up to you to ask for the feedback and direction you need to do your job better. Think of it as your investment in safety and skill development. It also shows your boss that you are trying to do the best you can.

When and how will I be evaluated?

Companies that see staff performance and development as very important will have a process of evaluation they use with each employee. Ideally, it will include:

- informal feedback
- a probationary evaluation
- yearly evaluations

Evaluations will be based on your performance. Your employer will take different measures of it depending on the type of work you're doing.

Some of the common ways of evaluating include:

- observing your work (or talking to someone who has observed it)
- checking the product you are producing
- filling-out a checklist or rating form
- asking customers for feedback
- having a discussion with you about your work, and
- having a group discussion where each person's work is discussed

The rating form will probably include things such as:

- attendance and punctuality
- dependability
- responsibility
- communication skills
- attitude
- ability to get along with others
- productivity

Performance Review



Getting ahead

How can I improve myself at work?

Improving yourself at work has a lot to do with the attitude you have toward learning. If you're open to new ideas about how to do things, and actively look for them, you will improve both your work performance and your work skills.

Many workers learn how to do something one way, stick to it forever, and complain if they ever have to change it. This doesn't mean that you should change the way you do things every week, but you should look for ways to do your job more effectively and efficiently.

Observing your coworkers and supervisor, and asking them for their ideas and suggestions on how to do things, is an easy way to improve yourself.

If you finish your work, you may volunteer to help someone doing a different kind of job task. That will give you the opportunity to learn something new. Being flexible and willing to change is very important on any job.

Is training available to improve my skills?

Most employers provide ongoing training to help workers:

- do their work
- adjust to new technology and other changes in the work, and
- learn the skills they need to remain safe on the worksite

Take advantage of all training that is available. Show an interest in improving your skills. Your employer may help you pay the costs of further training if it will benefit the company.

Can I apply for other jobs?

You can always apply for other jobs. Even though you might not feel fully qualified to do the other job, the person doing the hiring may see that you have the basic aptitude to learn the job duties. No one can be expected to know exactly how to do a job before they spend some time learning the specific job tasks and the work routine.

You never know who else is going to apply. You may be better qualified than the next person. At the very least you'll get some more experience learning about a new job and preparing for the interview if you are invited to one.

Should I let my current employer know if I apply for a different job?

If you apply for another job, make sure you advise your employer if you want him/her to give you a reference. An alternative is to let your employer know, if you're invited to an interview for another job. It's a common courtesy to let your employer know when you're doing something that will affect the staffing of the business. If you let him/her know, s/he may be able to adjust your current job to better meet your needs

Can I get promoted?

Yes. Even if you haven't worked for a company very long, getting promoted may depend on who's available to fill the position. If a supervisor or manager leaves unexpectedly, and no one else more skilled than you is around, you may be asked to do the job if your employer thinks you have the ability to learn it. Or, if you believe that you can do it, let your employer know. Help your employer know you as an able worker who wants to get ahead.

Doing your work well, getting along with others, showing an interest in the success of the company – all of these things will help your boss recognize you as someone with potential. They will help you get promoted. It won't hurt to mention to your boss your interest in improving yourself and moving into a position with more responsibility in the future. Help your boss keep you in mind.

How can I make myself more valuable to the employer I'm working for?

You can make yourself more valuable by:

- showing an interest in the operation of the business
- taking the initiative to learn new things
- taking the training that's offered and using it
- learning about other jobs in the company
- looking for ways that your job or other jobs could be done more effectively
- contributing at staff meetings
- getting involved in committees, such as the Occupational Health Committee
- volunteering for jobs your employer wants done
- showing concern for other workers and helping them when they're having difficulties
- showing a positive attitude toward others

In short, acting to make the work environment function better will go a long way to help you be seen as a valuable employee.



“I could go far with this company.”

Leaving a Job

Time off work

What do I need to know about time off work?

Can I be fired?

If you're guilty of serious misconduct, your employer can force you to resign or fire you. This 'firing' is referred to as a 'discharge', and your employer must have a good reason to do it. This is sometimes referred to as having 'just cause' to fire someone.

An employer who is aware that an employee is having problems in the workplace should try to help that employee deal with the problems. The employer should encourage the employee to improve and warn him/her of the possible consequences of the poor behaviour. This process is often referred to as 'progressive discipline'.

Discharge www.labour.gov.sk.ca/standards/guide/discharging.htm

What's lay-off?

A lay-off happens when your employer terminates your employment temporarily, and for longer than six scheduled working days in a row.

Lay-off www.labour.gov.sk.ca/standards/guide/discharging.htm

Do I get any advance notice when I'm laid off?

If you've worked for your employer for three months or more, s/he must give you written notice.

The amount of the notice depends on how long you've been working for that employer. For example, if you've been working three months to a year, your employer must give you at least one week's notice. If you've been working one to three years, your employer must give you at least two weeks notice.

If you are in a union, you should check your collective agreement and/or see your 'shop steward' or 'union rep.'

What does 'pay in lieu' of notice mean?

Your employer must give you written notice of lay-off or discharge before it happens. If s/he doesn't, s/he must 'pay you in lieu' of notice.

Your employer must pay your wages for the notice period you're entitled to, for example, one week if you've worked between three months and a year.

Pay in lieu www.labour.gov.sk.ca/standards/guide/discharging.htm

What am I entitled to when I leave a job?

No matter how you leave a job, within 14 days of leaving your employer must pay you:

- all wages s/he owes you
- all holiday pay s/he owes you
- any pay in lieu of notice (if required)

As you will see in the next section, there are other things you might ask from an employer, especially if you're on good terms.

How much notice should I give an employer when I leave a job?

There's no requirement for such notice under *The Labour Standards Act*. Any notice an employee provides is a courtesy. However, you may want to give the same notice your employer has to give you.

You may give your employer more or less notice depending on:

- your need to leave the job by a certain time
- your relationship with your employer
- how difficult it will be for your employer to replace you

Be clear about your intention to leave. Give your employer a letter, typed or in your own handwriting, and signed that states your intention to leave. A sample letter is included in this guide.

What's a leave of absence?

If you want to take time off work, you can ask for a 'temporary leave of absence'.

Many companies have informal or written policies about leaves of absence, and some kinds of leaves, such as maternity leave, are required by law. You'll get paid for some leaves, and not others.

Some common types of leave are:

- educational leave
- maternity, adoption or parental leave
- stress leave

Whether or not your employer agrees to your request for leave will depend on:

- the company's policy about leaves of absence
- your reasons for wanting a leave
- whether the type of leave you're asking for is required by law

- whether your leave will benefit the company in the future, as it might in educational leave
- the length of the leave requested and how it will affect work in the company
- how easy it will be to find someone else to do your job
- the length of time you've been working at the company

Getting a leave of absence is a cooperative arrangement between you and your employer that meets your needs and may also benefit your employer.

What if I have a new child or I'm pregnant?

There are three kinds of leave you can take if you have a new child.

Your employer will give you unpaid leave if you're:

- pregnant (maternity leave)
- adopting a child (with adoption, only the primary caregiver can take the leave)
- a parent (either parent or both parents may take this leave)

Leave for maternity or adoption is 18 weeks. Parental leave is 34 weeks for the birth mother or primary caregiver and 37 weeks for the birth father or spouse of the primary caregiver.

You qualify for these leaves if you:

- are a full-time or a part-time employee
- are employed at the time, and
- have been working for at least 20 weeks in the 52 weeks before the day the leave begins

You must ask for maternity, adoption or parental leave in writing four weeks in advance. Similarly, when you want to return to work, you must let your employer know in writing, at least four weeks in advance, that you will be going back to work.

Recent changes in Employment Insurance (EI) provide benefits for up to one year. This means you may qualify for EI benefits for up to one year.

Maternity, Adoption and Parental Leave www.labour.gov.sk.ca/lisa-8.htm

Can I be fired if I'm pregnant?

No. Your employer can't fire you, lay you off, or discriminate against you because you:

- are pregnant
- are temporarily disabled due to pregnancy, or
- have applied for maternity leave

Sexual discrimination under *The Saskatchewan Human Rights Code* and *The Occupational Health and Safety Act (1993)* is illegal.

Do I get any financial support if I'm pregnant?

Your employer may pay your wages, but you may be eligible for Employment Insurance benefits. To find out, contact the nearest federal government office of Human Resources Development Canada.

If your employer offers sick or disability benefits to the other employees, you're also eligible for them. If you are pregnant and unable to work due to pregnancy or illness related to your pregnancy, you can receive sick leave benefits and/or disability benefits. You also qualify for these benefits while pregnant if you're sick or disabled for reasons that are not related to your pregnancy.

While you're on leave for pregnancy, adoption or parental leave, you can continue to participate in your company's benefit plans. Your employer may require you to contribute to the plan to maintain the benefits. For example, you may have to pay something each month to maintain your health and dental plan or your long-term disability plan. If you were working, this contribution would be deducted from your paycheck.



Employment Insurance Benefits www.hrdc-drhc.gc.ca/common/income.shtml

What's an exit interview?

Having an 'exit interview' with your employer when you leave a job can be a productive experience for both of you. You may have to request an exit interview. It could include:

- a review of what you did while you were working on that job
- the things you learned
- the positive experiences you had while working
- the challenges you faced and dealt with
- future prospects with the company if that interests you, and
- discussion of a 'letter of reference' if you're leaving the company on good terms'

The exit interview provides a final opportunity to ask for feedback on your performance as a worker and for you to express your thanks for the opportunity to work. Doing this officially will show your employer that you valued the work opportunity. S/he will be left with a good impression of you.



Exit Interview

Benefits (to hold onto)

What's seniority? Can I take it with me?

Seniority refers to the number of days you've worked for an employer who has a seniority policy. Each employee has a certain level of seniority.

Employers in unionized workplaces commonly use seniority in the hiring and promotion of workers who apply for other jobs. If two workers have equal qualifications to do the job, the worker with more seniority, that is with more time with the company, will get the job if the collective agreement agrees with the procedure.

You can usually take your seniority with you if you stay in the same company or system. In a unionized workplace, check your collective agreement to see what it states about seniority.

Do I lose my pension money if I leave a job?

No. It's very unlikely that you will lose your pension money if you leave an employer. Every pension plan is different, however, so your access to the money in the pension plan can vary. Some likely possibilities:

- You can transfer the money to another pension plan.
- You can't take the money out until a time set by your pension plan.

Check with the human resource officer at your workplace or with those who run the pension plan to find out your options.

What records are important?

Do I need to keep a record of what I learned on each job?

It's to your advantage to keep a written record. Don't ignore this critical step when you finish a job.

Why? Well, when you apply for your next job, in the interview you'll be able to talk in an informed way about the skills and other things you learned on your previous job. You'll impress your next employer, and s/he'll see your potential as an employee who learns on-the-job and values that opportunity to learn.

You'll also need to describe your new skills on application forms and when bringing your resume up-to-date. Making a written record of what you learn will make these tasks much easier.

Do I need to keep a record of the time I've worked on a job?

When you finish a job, your employer should give you a 'record of employment form' that indicates the dates you started and finished employment with that company (and how much you earned).

You'll have to submit this form if you apply for Employment Insurance (EI). If your employer doesn't give you your record of employment, ask for it!

It may help you remember your employment dates if you ask your employer for a letter showing your dates of employment. This can be part of your personal record of employment. You can use it to update your resume and show it to future employers who want proof of your work history.

Will my employer send me something to help me fill in my income tax form?

It is your employer's responsibility to mail or give you your official T-4 slip. It shows the total wages you earned over the last calendar year and the money deducted from your earnings. Deductions from your paycheck include taxes, your Canada Pension Plan (CPP) contributions and Employment Insurance (EI). The law requires these deductions.

Use your T-4 slip(s) to fill-out your income tax return. Keep a copy of the slip(s) for your own records; send in the originals with your return. If you paid more tax than you should have while you were working, you'll get a refund; if you paid less, you'll have to make up the difference between what you paid and what you needed to pay.

Income Tax www.cca-adrc.gc.ca/tax/individuals/menu-e.html

Don't forget

Your employer is obligated to mail or give you your T-4 by February 28th. If you've moved, however, and your past employer doesn't have your address, you may not receive your T-4.

It's up to you to let your past employers know your current address. You can also contact your past employer and agree to pick up your T-4.

If you don't receive a T-4 as you should, you can submit your pay stubs to Canada Customs and Revenue Agency when you file your income tax return. Your pay stub (pay statement) shows your earnings and deductions for each pay period. This is a good reason to hold on to all your pay stubs.

Generally, your income tax return has to be filed on or before April 30th of each year.

<p>Receive T-4 by Feb. 28th File Income Tax Return by Apr. 30th</p>
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What's a letter of reference? How do I get one?

If you leave on good terms with the employer, ask your boss or supervisor for a letter of reference before you leave a job. That means you'll have it when you leave and start applying for your next job. You can attach it to your resume.

An employer may ask you what you want in your letter of reference. You may suggest the following:

- dates you worked for the company
- your status as a full-time or part-time worker
- what you did, that is your duties and responsibilities
- the skills you learned and demonstrated
- a comment on the quality of your work
- whether or not the employer would recommend you for another job

Of course, you probably wouldn't use an employer as a reference if s/he wouldn't give you a positive recommendation.



Leaving a job

What happens if I leave because of illness or injury?

If you leave because of illness or injury, you'll be able to use the following to cover your living costs:

- Employment Insurance (EI)
- accumulated sick leave benefit in the short-term
- short-term disability benefits if your employment situation offers those benefits, and
- long term disability benefits or WCB benefits in the long-term

Workers' Compensation

The Act that provides compensation to workers for injuries sustained in the course of their employment is called *The Workers' Compensation Act*. The Workers' Compensation Board (WCB) administers this Act. This system provides coverage and protects workers and employers against the risks and uncertainties of litigation. The WCB administers workers' compensation, provides a high quality of service and is fair to workers and employers.

One in four workplace injuries accepted by the WCB involves a worker under 25 years of age. Each year about 8,000 young workers 15 to 24 years old are injured – about one in every 10 young workers. On average, five young people die on the job each year in Saskatchewan. It should be noted, however, that the WCB data referenced reflects accepted claims and not all reported claims. In addition, most of the agriculture sector is not included within WCB data, as most family farms are not covered (Farm related fatalities are included in data collected by Occupation Health and Safety and the Institute of Agricultural Rural and Environmental Health through its injury surveillance program).

Workers' compensation legislation provides financial protection, medical benefits and rehabilitation services to workers and their dependants in cases of injury or death arising out of employment. This legislation protects workers and employees from the result of work injuries.

Purpose of WCB

The purpose of the WCB is to facilitate the return of injured workers to a safe, productive work environment as soon as medically possible. To do this the WCB collects annual premiums from employers, then uses the funds to compensate injured workers for lost income and expenses.

In the pre-injury phase, before injuries or illness happen, WCB staff promote injury prevention to employers and workers. The WCB offers educational sessions and workshops to assist in the development of a workplace return-to-work program.

Payments

Annual premiums are collected by the WCB from employers only and not from workers. Those fees are placed in an Injury Fund. This fund is used to compensate injured workers for expenses and lost income.

Determined by industrial groupings, the amount an employer pays each year for compensation protection is based on a percentage of an employer's payroll.

Eligibility

Legislation covering workers' compensation applies to all workers and employers in most Saskatchewan industries from the time they begin employment. The only WCB exceptions are those industries listed as exempt from the Act and its Regulations.

All full-time, part-time, temporary or seasonal workers are protected by WCB legislation, except for workers in those businesses which are exempt or by Under By Application (U.B.A.) only. Most businesses exempted from coverage may be brought within the scope of the Act by making an U.B.A. address to do so. Farmers are only covered by U.B.A.

No Fault

In most cases young and/or new workers will be covered by workers' compensation. Workers' compensation is essentially a "no-fault" system in which liability for an accident does not need to be determined in order for benefits to be paid. Each injury is considered on a case-by-case basis. Employer and worker injury claims forms are available from the WCB for reporting injuries.

A worker who is having a problem with his/her workers' compensation claim may contact the WCB's Appeal Committee or the Office of the Worker's Advocate for free help. However, the worker should try to work things out with the WCB first.

Registration

All employees who employ workers on a regular, casual, or contractual basis and are covered by legislation are required to register and establish an account with WCB.

New employers must notify the WCB when they employ new workers, and provide details of the operation of their business and an estimate of their assessable payroll. This information generates an employer account with the Board and a Notice of Assessment is issued to the employer, advising of the assessed amount for that year.

Usage

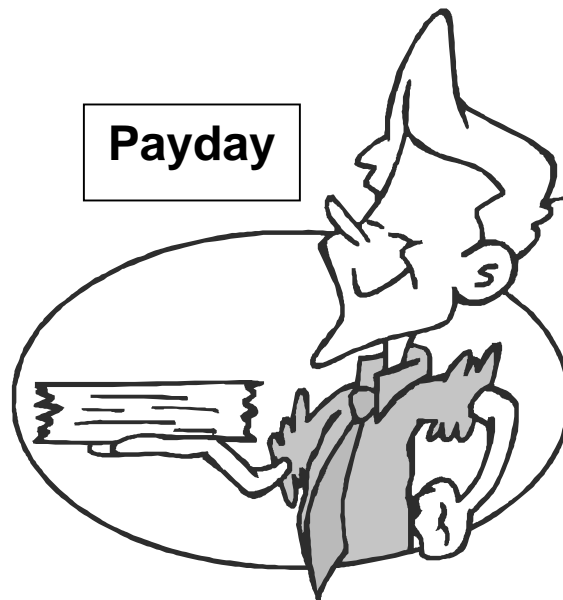
Employer premiums and investment income cover the costs associated with the operations of the WCB. Premiums include the cost of compensation benefits, medical aid, rehabilitation, WCB administration and programs. In addition, the costs of an injured worker's prescription drugs, health care professional and hospital expenses are paid by the WCB as a part of medical aid. Saskatchewan Medical Services and Health and Registration Branch do not pay these costs.

Employers with established accounts must report their actual gross labour cost for the current year to the WCB by February 28th each year. Labour cost information is to be submitted on an Employer's Payroll Statement, which is provided by the WCB.

If I think I wasn't paid all the money I earned, what can I do?

Talk to your employer to see if you can work it out. If you can't, you should file a complaint with Labour Standards for unpaid wages. Your complaint should be filed within one year of the time the wages were due. Labour Standards can only recover wages that should have been paid to you the year before the complaint was filed or during your last year of employment with that employer. You may be able to collect unpaid wages after one year, but you may have to go to court to do it.

If you have a complaint about any financial matter – unpaid wages, holiday pay, annual vacation pay – contact Labour Standards. You can also contact Labour Standards if you have a complaint about your dismissal.



If I think I was unfairly dismissed, what can I do?

You have the right to fair and equal treatment in the workplace, and that applies to dismissals.

If you think you were dismissed over one of the areas protected by *The Saskatchewan Human Rights Code* – age, creed or religion, family or marital status, nationality, ancestry or place of origin, physical or mental disability, race or colour, receipt of public assistance, sex or sexual orientation – you have a right to file a complaint with the Saskatchewan Human Rights Commission (SHRC).

Occupational Health and Safety legislation protects you from being fired for refusing to do what you believed was unusually dangerous work. However, you must have grounds for your belief and follow the proper steps, including:

1. Informing your supervisor of your refusal, and telling him/her that your refusal is because of a health and safety concern.
2. If you can't resolve the concern with your supervisor, then the Occupational Health Committee must be involved and investigate the refusal.
3. You should remain on the work site during a refusal unless your employer tells you to leave.
4. Your supervisor has the right to assign you other work.
5. You may continue in your refusal until you are satisfied that the job is no longer unusually dangerous or until an officer from the Occupational Health and Safety Division makes a decision.

What if someone makes a complaint against me?

Employees have the right to file a complaint against you (a worker) if they think that you discriminated against them at work for any of the reasons listed above. The Saskatchewan Human Rights Commission (SHRC) may look into the matter even if you've left your place of employment.

If the SHRC accepts the complaint, you'll receive a copy of the complaint, plus an opportunity to present your point of view.

Unfair dismissal (SHRC) www.gov.sk.ca/shrc/hrguide.htm

Fired for refusing www.labour.gov.sk.ca/safety/fast/duties/refuse.htm

Employment Insurance (EI)

What's EI? Can I receive it?

Employment Insurance (EI) provides temporary financial help to unemployed Canadians while they look for work or upgrade their skills, while they are pregnant or caring for a newborn or adopted child or while they are sick. You must meet certain conditions to qualify for EI – contact Human Resources Development Canada for details.

The Federal Government pays regular benefits to qualified people who are available for work and able to work, but who can't find a job.

Let's assume that you lost your job and you're looking for work. To receive EI you must:

- apply for it
- have paid into EI while working
- have been without work and without pay for at least seven days in a row, and
- have worked the required number of hours

How long do I have to work to be eligible for benefits?

In most cases you must have worked a minimum of 420 to 700 hours.

If you're in the work force for the first time, you'll need more hours. Most likely you'll need 910 hours of work in the last 52 weeks during which you made EI contributions.

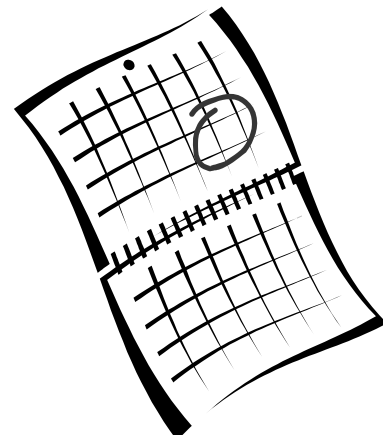
If you're applying for sickness, maternity or parental benefits, you'll need 600 hours of work.

Please note that the regulations often change. You should consult EI for the latest information.

How much and how long are EI benefits?

Your basic benefit rate is usually 55% of your average weekly-insured earnings. There are some exceptions for lower income families.

You can receive regular EI benefits from 14 to 45 weeks.



What are my responsibilities while I'm on regular EI?

While receiving EI, you must:

- be willing and able to work
- be looking for work
- follow instructions from EI staff
- accurately report all money earned while on EI
- report all work you do while on EI even if you haven't yet been paid
- report any absence from your area of residence, and
- report any absence from Canada

Where and how can I apply?

You need to fill-in an EI application form, available at any EI office. You will need to bring:

- your social insurance number (SIN)
- your record of employment (ROE) issued by your employer(s)

Employment Insurance (EI) www.hrdc-drhc.gc.ca/common/income.shtml



Agencies to contact

Canada-Saskatchewan Career and Employment Centres

Regina	(306) 787-2160
Saskatoon	(306) 933-6281
Biggar	(306) 948-3586
Creighton	(306) 688-8826
Estevan	(306) 637-3820
Fort Qu'Appelle	(306) 332-3404
Humboldt	(306) 682-6770
Ile a La Crosse	(306) 833-3235
La Ronge	(306) 425-4520
Lloydminster	(306) 825-6418
Meadow Lake	(306) 236-7538
Melfort	(306) 752-6243
Moose Jaw	(306) 694-3699
Nipawin	(306) 862-1840
North Battleford	(306) 446-8705
Prince Albert	(306) 953-2488
Swift Current	(306) 778-8230
Weyburn	(306) 848-2568
Wynyard	(306) 554-2231
Yorkton	(306) 786-1354

Canada-Saskatchewan

Career and Employment Services www.sasknetwork.gov.sk.ca/pages/hl_CanSK.htm

Human Resources Development Canada

(includes EI and SIN inquiries)

Toll free for Saskatchewan 1-800-206-7218

To speak to a customer service representative

Press 1 then 2 after message starts.

Human Resources Development Canada www.hrdc-drhc.gc.ca/common/home.shtml

Saskatchewan Apprenticeship and Trade Certification Commission

Regina	(306) 787-2444
Toll Free	1-877-363-0536
Saskatoon	(306) 933-8476
La Ronge	(306) 425-4316
Moose Jaw	(306) 694-3735
North Battleford	(306) 446-7409
Prince Albert	(306) 953-2717
Yorkton	(306) 786-1394

Apprenticeship www.sasknetwork.gov.sk.ca/pages/et/et_132.htm

Programs supporting young persons interested in entrepreneurship

Canadian Youth Business Foundation
(416) 408-2923
www.cybf.ca/contact.html

Aboriginal Business Canada
(306) 975-4361
<http://strategis.ic.gc.ca/SSG/ab00112e.html>

Business Development Bank of Canada
Young Entrepreneur Financing Program
1-888-463-6232
www.cbdc.org/english/search/display.cfm?code=2003&coll=FE_FEDSBIS_E

International Trade Personnel Program
1-888-338-WEST (9378)
www.wd.gc.ca/eng/finance/programs/xitpp.html

Agencies involved in economic and business development

Canadian Federation of Independent Business (CFIB)
(306) 757-0000
www.cfib.ca/legis/sask/index.asp

Saskatchewan Chamber of Commerce
(306) 352-2671
www.skchamber.sk.ca/

Saskatchewan Industry and Resources
(306) 787-2232
www.gov.sk.ca/econdev/

Canada-Saskatchewan Business Service Centre
1-800-667-4374
www.cbsc.org/sask/main.cfm

For information about unions

Canadian Labour Congress (CLC)
Regina Office (306) 525-6137
Saskatoon Office (306) 382-5778
www.clc-ctc.ca/eng-index.html

Saskatchewan Federation of Labour (SFL)
(306) 525-0197
www.sfl.sk.ca/

Saskatchewan Human Rights Commission

Saskatoon Office (306) 933-5952
Toll Free 1-800-667-9249
Regina Office (306) 787-2530
Toll Free 1-800-667-8577
www.gov.sk.ca/shrc/default.html

Saskatchewan Workers' Compensation Board

Regina (headquarters) (306) 787-4370
Toll Free 1-800-667-7590
Saskatoon (branch office) (306) 933-6312
www.wcbsask.com/

Alcohol and Drug Services

Contact your local Health District Office
www.health.gov.sk.ca/ps_alcohol_and_drugs.html

Canada Customs and Revenue Agency

Individual Income Tax Inquiries
1-800-959-8281
Teletypewriter (TTY) Enquiry Service
1-800-665-0354
www.cra-adrc.gc.ca/tax/individuals/menu-e.html



My Profile

This section provides activities that new workers may find helpful as they make their way through the job cycle.

The first part, **Entering the Labour Market**, gives new workers the opportunity to reflect on their strengths and interests, and write out the basic information they need to complete a resume.

The second part, **Making Progress**, provides the opportunity for new workers to examine their qualities as employees, how they deal with stress on-the-job and the things they are doing to improve and move ahead in their jobs.

The final part, **Leaving a Job**, gives new workers the chance to write out what they did and learned as workers. This part includes a sample letter of resignation.

The **Vision Statement** that follows gives new workers the chance to imagine an employment future for themselves. Having done this, they may be able to set some short and long-term goals to realize their individual visions.

Vision statement

When taking your first steps in the world of work, it helps to look forward and imagine the future you want. Ask yourself what you want to be doing in five or 10 years.

Take this opportunity to express your hopes and dreams about the goals you may reach, as the simple wishes of the present have the potential to be your future.

Sample vision statement: “I’ve always wanted to be an occupational therapist. My body is strong, and I’ve always enjoyed doing physical things like sports. I’d like to help people who are recovering from injury or illness.”

Write down your personal vision statement after you’ve thought about what you’d like your future to hold.

How I see my future....



Entering the labour market

Answering the following questions will help you in an interview.
Your answers will also form the basis of your resume.

- What are my best personal qualities?

- What do others say about me as a person?

- What kind of work tasks do I do well?

- What have others said about my work in school, at home, or elsewhere?

- What skills can I offer an employer (based on what you do well). Don't forget computer skills, keyboarding, languages, CPR, first aid, etc.

- What kind of work do I like doing?
 - working with people
 - working with numbers and information
 - working with things/objects

Jobs that appeal to me

1. _____

2. _____

3. _____

My work experience

My work experiences (paid or volunteer) in order, starting with the most recent:

Position:	
Company:	
Address:	
Postal Code:	Tel:
Start Date:	End Date:
Supervisor:	Pay Rate:
Duties:	

Position:	
Company:	
Address:	
Postal Code:	Tel:
Start Date:	End Date:
Supervisor:	Pay Rate:
Duties:	

Position:	
Company:	
Address:	
Postal Code:	Tel:
Start Date:	End Date:
Supervisor:	Pay Rate:
Duties:	

Position:	
Company:	
Address:	
Postal Code:	Tel:
Start Date:	End Date:
Supervisor:	Pay Rate:
Duties:	

My education and training

List your education and any training, starting with your most recent course or program. Include schooling, short courses and any other training you've taken.

Course/Program Taken:
School/Training Institute:
Date Completed:

Course/Program Taken:
School/Training Institute:
Date Completed:

Course/Program Taken:
School/Training Institute:
Date Completed:

Course/Program Taken:
School/Training Institute:
Date Completed:

My references

Name:	Position:
Address (company, organization, etc):	
Postal Code:	Tel:

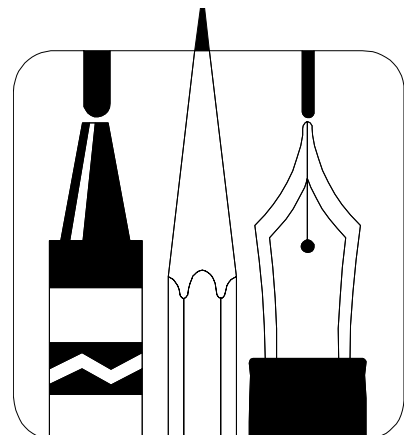
Name:	Position:
Address (company, organization, etc):	
Postal Code:	Tel:

Name:	Position:
Address (company, organization, etc):	
Postal Code:	Tel:

Making progress (during the job)

Current work schedule

Days of week	Shift			
	Day	Evening	Night	Other
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				



Ways I reduce stress

List the ways you reduce stress.

Put a check beside the ones that are healthy stress reducers.

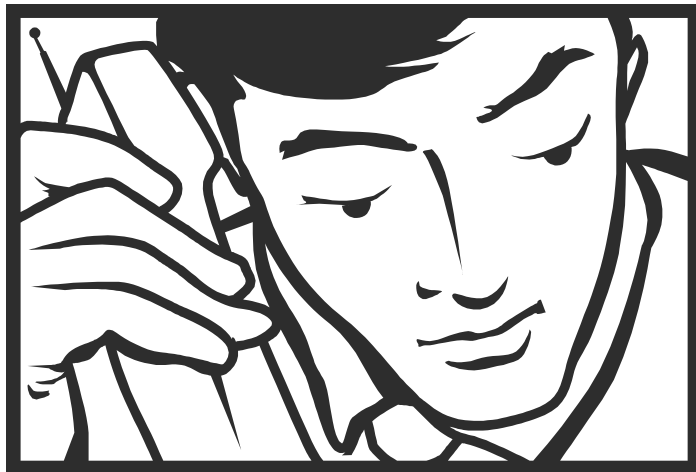


Employee qualities

How I rate myself on these positive employee qualities

Punctual (on time)	Excellent ___ O.K. ___ Need to improve ___
How to improve:	
Dependable/reliable	Excellent ___ O.K. ___ Need to improve ___
How to improve:	
Cooperative	Excellent ___ O.K. ___ Need to improve ___
How to improve:	
Get along well with others	Excellent ___ O.K. ___ Need to improve ___
How to improve:	
Helpful	Excellent ___ O.K. ___ Need to improve ___
How to improve:	
Take initiative	Excellent ___ O.K. ___ Need to improve ___
How to improve:	
Able to work independently	Excellent ___ O.K. ___ Need to improve ___
How to improve:	
Responsible	Excellent ___ O.K. ___ Need to improve ___
How to improve:	
Conscientious	Excellent ___ O.K. ___ Need to improve ___
How to improve:	
Communicate well with others	Excellent ___ O.K. ___ Need to improve ___
How to improve:	

Positive/enthusiastic	Excellent ___ O.K. ___ Need to improve ___
How to improve:	
Loyal/trustworthy	Excellent ___ O.K. ___ Need to improve ___
How to improve:	
Flexible/adaptable	Excellent ___ O.K. ___ Need to improve ___
How to improve:	
Look after work environment	Excellent ___ O.K. ___ Need to improve ___
How to improve:	
Take directions well	Excellent ___ O.K. ___ Need to improve ___
How to improve:	
Other	



Things I'm doing to improve myself ...

Training I've taken on the job ...

Training that would be good for me to take ...

**I'd like to get a better job/promotion.
Things I've done (can do) to get there ...**

Things to do (leaving)

Create a work task list

	Job Title	Tasks (things you did)
1		
2		
3		
4		
5		

Things I learned (new skills) on my last job “I can ...”

Your next employer may expect you to talk about what you learned on a previous job.

Positive experiences I had while working ...

Challenges I faced and dealt with ...

Your next interviewer may ask you about challenges you faced and dealt with successfully on your last job.

Sample letter advising my employer I'll be leaving

July 24, 2001

Mr. Arnold Hansen, Warehouse Manager
Sun West Distributors
3204 Victoria Ave.
Regina, SK S4T 1R7

Dear Mr. Hansen,

This is to let you know that I will be resigning from my job on August 12, 2001.

Thank you for the opportunity to work for Sun West Distributors as a warehouse worker.

Yours truly,

(your signature)

Thomas Lerat

You may want to add the following in your letter:

I would like to discuss with you before I leave:

- a letter of reference
- the possibility of part-time work during the school year
- what I was able to learn and do while I was employed here (exit interview)



WorkSafe www.worksafesask.ca

WorkSafe Saskatchewan is forming partnerships with Saskatchewan organizations and agencies to help prevent workplace illnesses and injuries by pooling programming, education and training resources. The initiative is being led by the Saskatchewan Workers' Compensation Board and Saskatchewan Labour.

The WorkSafe Saskatchewan website is a collection of information designed to help workers and employers prevent injuries and illness in their workplace. The collection contains hundreds of documents on a wide variety of workplace issues.

This safety collection has many benefits such as:

- a wide range of relevant topics, including hazard prevention information
- information from different perspectives and at different technical levels
- governing acts and regulations along with plain language explanations
- the ability to print, copy, save and redistribute text or graphics for use in safety manuals, health and safety policies and programs

The information in this collection can be used for:

- training
- safety meetings
- workplace inspections
- audits
- injury prevention procedures
- job safety analysis
- accident investigations
- maintenance checks
- disability management

This collection also contains useful information from the Canadian Centre for Occupational Health and Safety (CCOHS) and other notable Canadian and international contributors.



SaskNetWork www.sasknetwork.gov.sk.ca/

This section provides an outline of the SaskNetWork website. The comprehensiveness of this website makes it an ideal place to find information and links to support all aspects of the job cycle. Counsellors will likely find this website an excellent resource for working with clients.

Site Map

Looking for Work

- Job Search Skills & Strategies
- Job Opportunities

Finding Workers

- Finding The Right Workers

Career Planning

- Knowing Yourself
- Exploring Careers
- Making Career Decisions

Education and Training

- Guides to Choosing Education and Training
- Post-Secondary Institutions
- Learning Options
- Programs Offered in Saskatchewan
- Financial Help for Students
- Related Government Departments

Self Employment

- Planning and Starting a Business
- Finances
- Business Organizations
- Alternate Work Arrangements

Financial Help

- Personal Financial Assistance
- Business Financial Assistance

The Workplace

- Quick Search
- CanSask Services
- Job Futures
- Career Hotline
- Youth
- Sask Jobs
- What's new
- About us
- Contact us
- Publications

Other Links

Labour

Saskatchewan Labour
Ready for Work Website www.readyforwork.sk.ca

Saskatchewan Labour Website www.labour.gov.sk.ca/

Education, Training, Health

Canadian Charter of Rights
and Freedoms laws.justice.gc.ca/en/charter/

Saskatchewan Learning www.sasked.gov.sk.ca/k/

Saskatchewan Apprenticeship
and Trade Certification Commission www.sasknetwork.gov.sk.ca/pages/et/et_132.htm

Conference Board of Canada www.conferenceboard.ca/default.htm

Saskatchewan Health www.health.gov.sk.ca/

Employment

Canada-Saskatchewan
Career & Employment Centres www.sasknetwork.gov.sk.ca/pages/hl_CanSK.htm

Saskatchewan Workers'
Compensation Board www.wcbsask.com/

Human Resources Development
Canada www.hrdc-drhc.gc.ca/common/home.shtml

Employment Insurance (EI) www.hrdc-drhc.gc.ca/common/income.shtml

Canada Customs and Revenue
Agency (Revenue Canada) www.ccr-aadrc.gc.ca/menu-e.html

Human Rights

Saskatchewan Human Rights
Commission www.gov.sk.ca/shrc/default.html

Business

Canadian Youth Business Foundation	www.cybf.ca/
YOUTHBUSINESS.COM	www.YouthBusiness.com
Canada-Saskatchewan Business Service Centre	www.cbsc.org/sask/main.cfm
Saskatchewan Chamber of Commerce	www.actionsask.com/
Canadian Federation of Independent Business (SK)	www.cfib.ca/legis/sask/index.asp
Saskatchewan Industry and Resources	www.gov.sk.ca/econdev/
Aboriginal Business Canada	http://strategis.ic.gc.ca/SSG/ab00112e.html
Western Economic Diversification Canada	www.wd.gc.ca/eng/default.asp
International Trade Personnel Program	www.wd.gc.ca/eng/finance/programs/xitpp.html
First Jobs in Science and Technology	www.wd.gc.ca/eng/finance/programs/xfirstjb.html

Unions

Canadian Labour Congress	www.clc-ctc.ca/eng-index.html
Saskatchewan Federation of Labour	www.sfl.sk.ca/

Services

Aboriginal Services

The Aboriginal Services Kiosk is a website (www.ASKsask.ca) providing information about Aboriginal programs, services and contacts in Saskatchewan. The areas covered include youth, education, employment and training, business, health, and justice. The Aboriginal Services Kiosk (ASK) also has links to many other sites and an events calendar.

Aboriginal Friendship Centres provide a wide range of services for Aboriginal people living in, or passing through, an urban area. These services include information on housing, education, employment, recreation and culture.

The Metis Employment and Training of Saskatchewan Incorporated has several programs designed to assist Metis people:

- *Community Service Program (CSP)* supports the development of work opportunities through participation in community service projects for Metis people who face barriers to finding employment. The CSP aims to help unemployed individuals develop the necessary skills and work skills to enter the labour market.
- *Employment Internship Program (EIP)* supports the development of work opportunities for Metis people facing barriers to employment. The EIP aims to help unemployed individuals develop the necessary life skills and work experience to enter the labour market.
- *Self-Employment Strategy (SES)* was developed to increase business ownership by Metis people. The SES initiative encourages applicants to submit innovative and unique proposals within the SES framework.
- *Summer Work Experience (SWE)* is designed to address employment challenges Metis people face when trying to enter or return to the workforce. The SWE can be accessed to bridge the employment gap by gaining summer employment with employers.
- *Wage Subsidy Program (WSP)* is designed to address some of the challenges Metis people face when entering job market or returning to work. The WSP can be accessed to bridge the employment gap by providing employment opportunities with employers.

The **Urban Multipurpose Aboriginal Youth Centres Initiative** provides programs and services to urban Aboriginal Youth, including professional and peer counselling, to help improve their economic, social, and personal prospects.

Employment

Canada WorkInfoNet is a unique website that can help you plan and carry out your job search. It covers everything from resume writing to interview techniques, and from potential employment opportunities to starting your own business.

www.workinfonet.ca/cwn/english/main_e.cfm

Canadian Forces Recruiting Centres provide information about jobs available in the Canadian Forces across Canada. 209.82.43.54/html/index.html

Human Resource Centres provide information on employment programs, including special services for youth and people with disabilities. www.sk.hrhc-drhc.gc.ca/common/home.shtml

The **Electronic Labour Exchange** is an Internet job matching service that connects you with potential employers at the click of a button. ele-spe.hrhc-drhc.gc.ca/

The **National Job Bank** is a comprehensive online database of thousands of jobs, and work or business opportunities available across the country. www.jobbank.gc.ca/Prov_en.asp

The **Public Service of Canada** provides information and online applications on its website for challenging career opportunities at all levels in the Canadian Public Service. www.psc-cfp.gc.ca/index_e.htm

SkillNet.ca is Canada's fastest growing network of job and career information websites. More than 40,000 employers use this network as a quick and effective way to address full-time, part-time, and summer job opportunities. www.skillnet.ca

Canada-Saskatchewan Career & Employment Services is a provincial network comprised of 20 Career & Employment Services offices. These offices work in partnership with education and skills training institutions, and community groups to provide career, job, vacancy and labour market information, as well as offering training opportunities and financial assistance. www.sasknetwork.gov.sk.ca/pages/hl_CanSK.htm

The **Aboriginal Services Kiosk** has a section on education, and employment and training. www.ASKsask.ca

The **Centennial Student Employment Program (CSEP)** provides meaningful job opportunities to Saskatchewan students, helping them prepare for future careers in Saskatchewan. Any student age 16 or older and returning to continue high school or post-secondary education in the fall can apply. Students who have previously worked under the program are eligible again. www.cyr.gov.sk.ca/centennial_stdnt_program.shtml

The **Metis Employment and Training of Saskatchewan Incorporated (METS)** system has a head office in Saskatoon and 12 regional service delivery centres across the province. These centres support the implementation of Metis Human Resource development programs tailored to meet the needs of Metis people. www.metsi.sk.ca/

- **Community Works Program** provides funding assistance to community based organizations, municipalities, Indian Bands, tribal councils and Metis Nations of Saskatchewan to hire eligible employees in job creation projects that provide a direct benefit to the local community.
- **Bridging Program** provides funding to eligible applicants to develop and deliver programs that link individuals to employment.
- **Work Placement Program** provides funding assistance to employers to hire eligible employees and provide on-the-job skills training that leads to ongoing employment.

Income Support Services

Employment Insurance benefits may be paid to people who cannot work because of illness or maternity, or because they are caring for a newborn or newly adopted child. www.drhc.gc.ca/ae-ei/employment_insurance.shtml

The **Child Day Care Subsidy** may be provided to low-income families who use a licensed family childcare home or a licensed non-profit centre. The choice of a day care service should be based upon the preference of the caregiver and the environment of the day care. A child's reaction and feelings should be considered in the selection. www.gov.sk.ca/socserv/commonq/childdaycare.html

The **Saskatchewan Employment Supplement** program provides families that receive the Saskatchewan Child Benefit and/or the Saskatchewan Employment Supplement with additional health benefits. www.gov.sk.ca/socserv/financial/SES.html

The **Provincial Training Allowance** is a monthly allowance that may be provided for full and part-time students enrolled in adult basic education or related courses that are at least four weeks long. Allowances are based on the type of family and whether or not the student lives with parents. Childcare costs may be provided. www.sasknetwork.gov.sk.ca/pages/fh/fh_pers5.htm

The **Saskatchewan Employment Supplement** is a program that assists parents with the child-related costs of going to work. The supplement is based on gross family income. This includes all money earned from work, farming and self-employment as well as child/spousal maintenance payments. www.gov.sk.ca/socserv/financial/pdfs/SESAug01.pdf

The **Saskatchewan Child Benefit Plan** provides a monthly payment to help low income families with the costs of raising children. It is paid by Revenue Canada. The amount of the benefit is based on the number of children less than 18 years of age and the family income as reported to Revenue Canada on the previous year's income tax return. www.gov.sk.ca/socserv/financial/pdfs/SaskatchewanChildBenefit.pdf

Services for Persons with Disabilities

Canada Pension Plan (CPP) Disability protects contributors against the loss of earnings due to long-term disability. www.hrdc-drhc.gc.ca/isp/cpp/disabi_e.shtml

Canada Pension Plan Disability Vocational Rehabilitation Program offers assistance for CPP disability recipients who are interested in returning to work. www.hrdc-drhc.gc.ca/isp/cpp/vocational_e.shtml

Information Concerning People with Disabilities gives details about special tax deductions and credits available for persons with disabilities. The guide is also available in print. www.cra-adrc.gc.ca/E/pub/tg/rc4064eq/README.html

Accessible Transportation website provides transportation information for persons with disabilities. www.cta-otc.gc.ca/access/common/faq_e.html

The **National Student Loans Service Centre** offers Canada Study Grants to cover additional education-related costs for post-secondary students who have permanent disabilities. www.canlearn.ca/English/nslsc/tools/index.cfm?var=csg#studdisabilities

The Residential Rehabilitation Assistance Program offers financial assistance to homeowners and landowners to improve the accessibility of dwellings for persons with disabilities. www.cmhc-schl.gc.ca/en/prfias/rerepr/index.cfm

The **Opportunities Fund** helps persons with disabilities prepare for and find employment or self-employment. The fund finances employment activities for persons who are unemployed and not eligible for Employment Insurance programs. www.hrdc-drhc.gc.ca/epb-dgpe/ofpd-fiph/menu/home.shtml

Employability Assistance for People with Disabilities (EAPD) provides rehabilitative vocational training to mentally and/or physically disabled persons who are vocationally challenged. Program expenses are cost shared with the federal government through Human Resources Development. www.hrdc-drhc.gc.ca/hrib/sdd-dds/odi/content/eapd.shtml

The **Saskatchewan Association for Community Living** works with government, businesses, community organizations, families and friends, to build support networks for persons with intellectual disabilities. www.sacl.org/

The **Saskatchewan Abilities Council (SAC)** has a Vocational Rehabilitation Program that provides persons with disabilities the support and training they need to achieve their individual goals for employment and independence. SAC offers a continuum of programs including training, supported employment and support services.
www.abilitiescouncil.sk.ca/index.html

The **Learning Disabilities Association of Saskatchewan (L.D.A.S.)** works to advance the education, employment, social development, legal rights and general well-being of people with learning disabilities and to ensure a society where people with learning disabilities can reach their full potential. Some of the services provide by the L.D.A.S. are parent counselling, workshops, parenting classes, vocational counselling and referral, GED for persons with disabilities. www.nald.ca/ldas.htm

The **Human Resources Development Canada – Persons with Disabilities On-line** provides a list of services available that Canadians with disabilities and their caregivers can access. www.pwd-online.ca/en/menu.jsp

Youth

Campus Worklink is a national Internet database that quickly matches employers' precise needs with the skills of young job seekers. It offers candidates greater access to employers and jobs across Canada. www.connect.gc.ca/en/270-e.htm

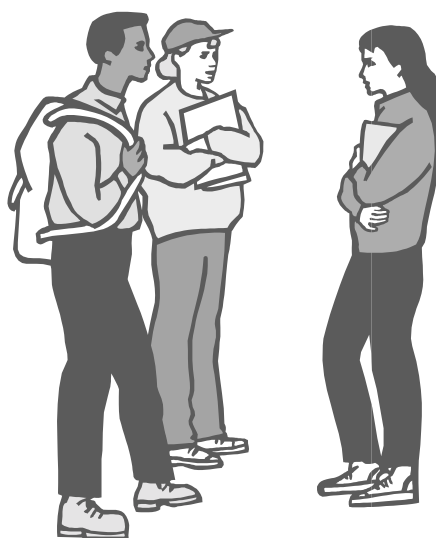
The **Canada Student Loans Program** provides grants and loans to more than 350,000 post-secondary students every year. www.canlearn.ca/English/nslsc/csl/index.cfm?var=csl

The **Youth Employment Information** website is the number one website for all facts on work experience opportunities, starting your own business, career planning, and job-search strategies. This site also provides information on the **Youth Employment Strategy (YES)**. www.youth.gc.ca/index_e.shtml

The **Young Entrepreneur Financing Program** is aimed at giving start-up entrepreneurs between the ages of 18 and 34 a solid foundation for building a new business. www.bdc.ca/bdc/home/Default.asp

Young Canada Works gives young people the opportunity to work at heritage institutions, national parks, and national historic sites, as well as other locations at home and abroad. www.pch.gc.ca/ycw-jct/english/overview.htm

The **Community Access Program (CAP) Youth Employment Project (YEP)** provides employment opportunities for young Canadians between the ages of 15 and 30, primarily students, recent graduates, or the under-employed or unemployed. The youth work as interns at CAP sites throughout Canada, helping individuals, community organizations and small businesses improve their knowledge and effective use of the Internet and related information technologies. cap.ic.gc.ca/english/sitemap.shtml



Workplace Legislation

Saskatchewan workplaces are governed by a variety of legislative acts. The legislation that applies to a workplace can be either provincial or federal in nature. Provincial workplace legislation affects approximately 90% of Saskatchewan workers.

Provincial Legislation

The Law	Who administers the law?	Who is affected?	What does it say?
<i>The Labour Standards Act</i>	Saskatchewan Labour www.labour.gov.sk.ca or call 1-800-667-7590	Most Saskatchewan employers and employees	Sets minimum standards for fair working conditions regarding hours of work, wages, termination, equal pay, holidays, etc.
<i>The Occupational Health and Safety Act</i>	Saskatchewan Labour www.labour.gov.sk.ca or call 1-800-567-7233	Saskatchewan employees and employers except those covered by the Canada Labour Code (federal legislation)	Sets minimum standards for health and safety in the workplace, including protection from violence and harassment in the workplace on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, disability, physical size and weight, age, nationality, and ancestry or race of origin.

The Law	Who administers the law?	Who is affected?	What does it say?
<i>The Trade Union Act</i>	Saskatchewan Labour www.labour.gov.sk.ca or call 1-800-933-6587	Saskatchewan employers and workers	Sets out the rights and responsibilities of workers and employers in organizing unions, bargaining collectively and resolving union-management assistant.
<i>The Workers' Compensation Act</i>	Workers' Compensation Board www.wcsask.com or call 1-800-667-8577	Most Saskatchewan employers and employees, except groups belonging to the Saskatchewan Teachers' Federation or household servants working for the resident of a private home.	Provides work injury insurance and services to workers and employers.
<i>The Saskatchewan Human Rights Code</i>	Saskatchewan Human Rights Commission	Saskatchewan employers and employees except those covered under the Canadian Human Rights Code (federal legislation).	Addresses and discourages harassment and discrimination in the workplace on the basis of ancestry, nationality, creed, sex, age (18-64), sexual orientation, religion, disability, place of origin, family status, marital status, or receipt of public assistance.

In certain instances the Saskatchewan workplace is governed by federal legislation. Federal legislation affects approximately 10% of provincial workers. The Federal government also administers Employment Insurance (EI).

Federal Legislation

The Law	Who is responsible for the law?	Who is affected?	What does it say?
<i>The Employment Insurance Act</i>	Human Resources Development Canada www.hrdc-drhc.gc.ca/	Every person employed in insurable employment Canadian employees who have: applied for benefits, paid into an EI account, have been without work and without pay for at least seven consecutive days, and worked the required number of hours based upon where an applicant lives and the unemployment rate in the applicant's area.	Assigns to every person registered a Social Insurance Number (SIN) suitable for use as a file number for data processing purposes. Administers programs that provide assistance where it is needed that offer incentives for claimants to return to work.
<i>Canada Labour Code (Labour Standards)</i>	Human Resource Development Canada or call your nearest HRCD office	Federally regulated industries: air, inter-provincial rail, road and pipeline transportation, banking, broadcasting, uranium mining, shipping and related services, telecommunications, federal public service, crown corporations, and some employees involved with oil and gas exploration.	Establishes and protects employers and workers' right to fair and equitable conditions of employment regarding holidays, overtime, lay-offs, wages, sick leave, etc.

The Law	Who administers the law?	Who is affected?	What does it say?
<i>Canada Labour Code (Occupational Safety and Health)</i>	Human Resources Development Canada	Federally regulated industries as listed above.	Administers programs and services that work towards preventing workplace accidents and exposure to hazardous substances that could adversely affect employees' health.

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- Saskatchewan Government Insurance
- Saskatchewan Health
- Saskatchewan Human Rights Commission
- Saskatchewan Workers' Compensation Board
- Youth Reference Group

