

The *Employment Standards Code* and *Employment Standards Regulation* establish minimum standards of employment for most employers and employees working in Alberta. Alberta Human Resources and Employment, Employment Standards, will assist employees and employers to resolve differences concerning the interpretation, application and enforcement of these standards.

The minimum standards include employment records, hours of work and overtime, payment of wages, overtime, general holiday pay, vacation pay, maternity and parental leave, termination of employment and employment of adolescents and young persons. Confidential complaints about maternity and parental leave and termination of employment will not be accepted. Former employees may file a regular Complaint by Employee within 6 months of the last day of employment.

### Can an employee who is currently employed with an employer file a complaint and request their name be held in confidence?

Yes. Employment Standards will accept a written complaint and endeavor to resolve the matter without revealing the name of the complainant. Personal information is collected under the provisions of the Freedom of Information and Protection of Privacy Act. An employer may be able to determine the employee's identity through other methods, information or third parties.

### Is there a time limit for filing a confidential complaint?

A confidential complaint may be made at any time while the employee is employed by the employer.

### How do I file a confidential complaint?

A confidential complaint must be made in written form and must be signed. Deliver the completed Confidential Complaint by a Current Employee form to an Employment Standards office. Attach to your complaint form, where possible, any documents that may help with the investigation. This documentation should include evidence of an Employment Standards infraction.



### Once the form is completed and documentation attached:

1. Retain a copy of the Confidential Complaint by a Current Employee form and attachments for your records.
2. Deliver the completed form to an Employment Standards office.
3. An Employment Standards Officer will review the complaint and may conduct an investigation of the matter.

### What actions will Employment Standards take when a confidential complaint is filed?

The confidential complaint will be assigned to an Employment Standards officer for investigation. The officer will contact the employer and address the alleged contravention. The name of the individual who filed the complaint will not be provided to the employer. If a contravention of minimum standards is identified, the employer will be informed of the requirements of the legislation and be required to correct the situation from that day forward. If the employer refuses to correct the situation from that day forward, the officer will follow up with the employer. The officer will notify the complainant of the outcome of the investigation and ask the individual to contact the officer if the matters brought to the employer's attention are not rectified.

### Can an employee change their confidential complaint to a regular complaint and request enforcement of earnings?

Yes. If an employee waives confidentiality at a later date, payment of earnings may be enforceable. The employee will be required to complete and sign the regular [Complaint by Employee](#) form. Regular complaints must be filed within 6 months of the last day of employment.

### An Employment Standards Confidential Complaint form can be obtained by:

- ❖ Printing the on-line Confidential Complaint by a Current Employee form contained in this document. This form can be completed on-line or filled out manually. **When the on-line Confidential Complaint by a Current Employee form is printed, a "tip sheet" will also be printed that is designed to help you complete the form and provides addresses for all Employment Standards offices.**
- ❖ Visiting the [Employment Standards office](#) nearest you.
- ❖ Calling the Employment Standards Contact Centre at (780) 427-3731. To be connected toll-free, in Alberta, call 310-0000 and dial (780) 427-3731 to request the form.

The information you provide on this form is collected under the authority of the Alberta Employment Standards Code and will be used for the purpose of conducting an investigation into your complaint. Your personal information is subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, you may contact Employment Standards by calling 427-3731 in Edmonton or for toll free access dial 310-0000 then dial (780) 427-3731.

**Employee**

First Name	Middle Name	Last Name	Date of Birth (yyyy/mm/dd)
Home Address	Street	Alternate Address	Street
City	Province	Postal Code	City Province Postal Code
Telephone Number(s) (Res)	(Fax)	Alternate Telephone Number(s)	
(Bus)	(Cell)	(Email)	(Bus) (Res)

**Employer**

Legal Name	Business Name
Mailing Address	Street
Address of Worksite	Street
City	Province
Postal Code	City Province Postal Code
Telephone (Bus) Number(s)	(Res) (Fax) (Cell) (Email/Website)
Nature of Business	Name of Manager/Supervisor

**Employment Information**

Employed As	Date Employment Commenced (yyyy/mm/dd)
Do you have records of hours worked? (If yes, attach originals)	Are you still employed by the employer named above? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you covered by a collective agreement or employment contract?	If no, please use the regular Complaint by Employee form. If yes, state particulars.

**Complaint Information**

Claim refers to:

- Wages
- Overtime
- Vacation Pay
- General Holiday Pay
- Minimum Wage
- Unauthorized Deductions
- Other \_\_\_\_\_
- Other \_\_\_\_\_

*Continued on next page...*

Provide details about your complaint (refer to Tip Sheet)

If you require more space, please attach additional sheets to this form.

Declaration and Signature

- ❖ I certify the information submitted is true and complete to the best of my knowledge.
- ❖ I understand that there will be no monetary assessment as a result of this complaint.
- ❖ For the purpose of investigating and resolving the complaint, I consent to the release of information concerning the issues of my complaint. I understand that Employment Standards will endeavor to resolve the complaint without revealing my identity. I recognize that the employer may determine my identity through other methods, information or third parties.
- ❖ I realize I am required to inform Employment Standards of any change of address or phone number.

Signature of Employee	Date (yyyy/mm/dd)
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Office Use Only

Received by <input type="checkbox"/> Mail <input type="checkbox"/> Interview	Claim Number	Date (yyyy/mm/dd)
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## **Employee Information**

**Name of Employee** – Provide full legal name (no initials).

**Date of Birth**

**Address** – Provide full mailing address and postal code.

**Alternate Address** – Provide an alternate address and postal code where you can be reached if Employment Standards cannot reach you at your current address.

**Telephone Number** – Provide telephone, fax and cell numbers to allow us to contact you.

**Alternate Telephone Number** – Provide a telephone number where a message may be left during business hours if Employment Standards is unable to contact you.

## **Employer Information**

**Legal Name** – Provide the full legal name, e.g. Bruck Holdings (1981) Limited. In the case of a proprietorship, show the owner's full first and last name.

**Business Name** – Provide the operating name of the employer, e.g. Blueberry Hotel.

**Mailing Address** – Provide full address of the employer. NOTE: In the event the employer does not have an address, or you are unsure of the address, please attach a sketch to the claim form indicating directions.

**Address of Work Site** – Provide the address of where the work was performed.

**Telephone Number** – Provide the employer's business number, and if possible, the fax number, residential number, cell phone number, and e-mail address.

**Nature of Business** – Provide the exact type of business, e.g. restaurant, trucking, construction, etc.

**Name of Manager/Supervisor** – Provide the name and position of your manager/supervisor.

## **Employment Information**

**Employed As** – Provide details of your position, e.g., waitress, truck driver, baker.

**Date Employment Commenced** – Provide the date on which you started work for the employer.

**Do You Have Records of Hours Worked?** – Attach the originals to the complaint form.

**Still Employed by Above Employer?** – If you are no longer employed, use the regular Complaint by Employee form.

**Are you Covered by a Collective Agreement or Employment Contract?** – If so, provide the name and address of the Union or Association, and/or a copy of the written contract or agreement.

**Tip Sheet for a Confidential Complaint by a Current Employee (continued)**

**Attention: Sign and date the completed Confidential Complaint by a Current Employee form and mail or drop off with any supporting documents to the nearest *Employment Standards Office* listed below. Keep a copy for your records.**

**If you require further assistance in completing the Confidential Complaint form:**

- Phone the Employment Standards Contact Centre at 427-3731, outside Edmonton area and within Alberta – call Toll Free at 310-0000, then dial (780) 427-3731.
- For the deaf or hard of hearing with TDD/TDY units, in Edmonton call 427-9999. Other locations – call 1-800-232-7215.
- Visit your local Employment Standards office.

<b>Calgary</b>	<b>Edmonton</b>	<b>Edson</b>	<b>Fort McMurray</b>	<b>Grande Prairie</b>
Suite 150 717 - 7 Avenue SW Calgary AB T2P 0Z3	Main Floor 9940 - 106 Street NW Edmonton AB T5K 2N2	Room 102, Provincial Building 111 - 54 Street Edson AB T7E 1T2	Room 714, Provincial Building 9915 Franklin Avenue Fort McMurray AB T9H 2K4	Room 3101, Provincial Building 10320 - 99 Street Grande Prairie AB T8V 6J4
<b>Lethbridge</b>	<b>Medicine Hat</b>	<b>Peace River</b>	<b>Red Deer</b>	<b>St. Paul</b>
Room 360, Provincial Building 200 - 5 Avenue South Lethbridge AB T1J 4L1	Room 103, Provincial Building 346 - 3 Street SE Medicine Hat AB T1A 0G7	P.O. Bag 900-24, Provincial Building (Room 112, Provincial Building) 9621 - 96 Avenue Peace River AB T8S 1T4	Room 209, Provincial Building 4920 - 51 Street Red Deer AB T4N 6K8	Box 403, Provincial Building 5025 - 49 Avenue St. Paul AB T0A 3A4 (5126 - 50 Avenue St. Paul AB)

**Note: Where the mailing address is different from the physical location, the physical location is shown in parenthesis**

**Employment Standards Website:**  
[www.gov.ab.ca/hre/employmentstandards](http://www.gov.ab.ca/hre/employmentstandards)