



First Day Checklist

Wage and payment of earnings

Confirm rate of pay.

Confirm how they will be paid and when.

- Employees must be paid the rate specified on the LMO.
- Employees are entitled to at least three hours pay at minimum wage if they are employed for less than three hours and they are available to work for the full three hours.
- Employees must be paid in cash, by cheque, by money order, or by direct deposit into their bank account.
- Employees must be paid at least once a month on regular pay periods within ten days after the end of the pay period.

Employment agency

Ask employee if the employment agency charged a fee.

- In Alberta, it is prohibited for employment agencies to charge a deposit or a fee for job placement or require temporary foreign workers to purchase other services as a condition of work placement. If this has happened, please help your employee file a complaint with Service Alberta at **780-427-4088** in Edmonton, or **1-877-427-4088** toll-free in Alberta.

Employment Records

- ✓ Employee hours of work must be recorded daily.
- ✓ The following are legal deductions from an employee's earnings:
 - > Income Tax
 - > Canada Pension Plan
 - > Employment Insurance
- ✓ Any other deductions can only be made with the employee's written permission and must give the reason, amount and date the deductions will occur.
- ✓ No deductions can be made for (i) faulty workmanship or (ii) cash shortages or loss of property if anyone other than the employee had access to the cash or property.

Hours of work and rest

- Specify their hours of work.**
 - The workday cannot be longer than 12 hours.
 - Employees are entitled to at least 30 minutes of paid or unpaid rest when they work more than five hours.
 - Employees are entitled to at least one rest day for each week they work.

Overtime and overtime pay

- Discuss overtime and payment arrangements.**
 - Overtime is all hours worked in excess of 44 hours a week – hours are to be calculated on a daily (anything over eight hours) and a weekly basis. The higher of the two numbers is the correct number of overtime hours worked that week.
 - Overtime must be paid at the rate of at least 1.5 times regular wage UNLESS overtime is accumulated into time off under a written agreement.

Workplace safety

- Identify who they speak to about safety.**
- Discuss risks and dangers of the position.**
- Inform them of safety training dates.**
- Show them appropriate safety equipment.**
- Discuss what to do if injured on the job.**
- Go over fire procedures.**

General holidays and pay

Discuss statutory holidays and pay.

- The following are statutory holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day.
- Employees who have worked for an employer for 30 days in the 12 month period before the holiday are entitled to the holiday and holiday pay.

Vacation and vacation pay

Discuss vacation leave, approvals and pay.

- Employees are entitled to two weeks of paid vacation after one year of employment, and three weeks of paid vacation after five years of employment.

Other important things to go over

- Have you talked with your TFW about contacting a settlement agency? Visit www.aaisa.ca.
- Have they registered for Alberta Health Insurance? Phone **780-427-1432**.
- Have they applied for a Social Insurance Number? Visit www.servicecanada.gc.ca/en/sc/sin.
- Have they opened a bank account?
- Do they need a driver's license?
- Have they arranged for telephone and/or Internet access?

For more information:

Employment Standards
1-877-427-3731 (Canada)
www.employment.alberta.ca/es



**Alberta Temporary Foreign
Worker Helpline**
780-644-9955 (Edmonton Calling Area)
1-877-944-9955