

General Information and Tips

Keep all documentation related to your employment:

- pay statements
- time sheets
- personal log of hours worked
- written warnings
- employment letters

A written contract with your employer that describes your job duties, conditions of employment, first day of employment, and rate of pay is a good idea to have, if possible.

Working on a contract does not necessarily mean you are self-employed.

You may be considered an employee if:

- you receive an hourly wage or monthly salary
- the company you work for makes your schedule
- you do not use your own tools
- taxes, EI, and CPP are deducted from your pay

As an employee, your rights and interests are protected under various employment legislations.

If you belong to a union:

The terms of your employment are set by your collective agreement.

Contact your union if you have work-related concerns -- they are there to help you.

Other sources:

Alberta Employment Standards:
1-877-427-3731

Alberta Human Rights Commission:
403-297-6571

Alberta Occupational Health and Safety:
1-866-415-8690

Alberta Workers' Health Centre:
1-888-729-4879

Workers' Compensation Board Alberta (WCB):
1-866-922-9221

WCB Alberta Office of the Appeals Advisor:
403-517-6220

Canadian Human Rights Commission:
1-888-214-1090

Canada Labour Program
(Canada Labour Code):
1-800-641-4049

Employment Insurance:
1-800-206-7218

Canada Pension Plan Disability Benefits:
1-800-277-9914

This brochure contains basic legal information, **NOT LEGAL ADVICE**. Workers facing any issues mentioned in the brochure should seek specific, individualized information related to their situation by either contacting the Workers' Resource Centre or the relevant government department before making decisions.

The Workers' Resource Centre is not liable for the outcomes of any action taken by any individual based on the information presented in this brochure.

Alberta **LAW**
FOUNDATION

 **United Way**
Calgary and Area
Building a great city for all.



Workers' Rights Advocacy
and Education since 2003

English

Helping Workers



WORKERS' RESOURCE CENTRE

KNOW YOUR RIGHTS!

All services are FREE and by appointment only



(403) 264-8100

Toll Free: 1-844-435-7972 (HELPPWRC)



Workers' Resource Centre



info@helpwrc.org



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Alberta Occupational Health and Safety (OH&S)

The Alberta Occupational Health and Safety Act states that employers must do everything they can to protect workers' health and safety.

An employer must:

- Tell you about all hazards on the job.
- Eliminate or control the hazards.
- Make sure the workers are trained and have the skills to work safely.
- Ensure that all equipment and machinery is well maintained and safe to operate.
- Ensure any hazardous materials or products used or stored at the job are labeled clearly and used in accordance with the proper laws.
- Notify the nearest Workplace Health and Safety office if a serious accident happened or almost happened.

You should call OH&S if:

- You are uncertain about health and safety on your job.
- You are not sure what "imminent danger" means or how to refuse unsafe work.
- You have been disciplined for trying to work safely.

Did you know?

The law says you must refuse work if you have good reason to believe it is dangerous to yourself or to other workers, and if the danger is not normal for the job.

You cannot be disciplined for following health and safety rules or refusing to work when faced with imminent danger, but trying to work safely can sometimes lead to conflicts in the workplace.

All calls to OH&S are confidential and you do not have to give your name.

Alberta Employment Standards

Alberta Human Rights Commission

Alberta Workers' Compensation Board (WCB)

Employment Insurance (EI)

In Alberta, there are provincial laws that set out basic rules employees and employers have to follow. This legislation is called the Alberta Employment Standards Code.

In Alberta, the Alberta Human Rights Act protects workers against any form of discrimination based on these protected grounds:

WCB provides workers with rehabilitation services and financial compensation if they are unable to work due to a work-related injury or illness.

Employment Insurance is a Federal program that pays some financial benefits to workers who stop working through no fault of their own.

The Code includes rules for:

- payment of earnings
- minimum wage
- hours of work and breaks
- overtime
- general holiday pay
- vacation pay
- termination pay
- employment-protected maternity and parental leave
- employment-protected compassionate care leave

★ The Code also explains what workers can do if these rules are not being followed.

You may file a complaint against your employer while you still work for them or within 6 months of your last day of work.

Specific provisions of the Code (i.e., overtime regulations) may vary across industries and professions.

The Code does not apply to Federally-regulated industries and self-employed individuals.

The rules that apply to employees and employers in Federally-regulated industries are set out in the Canada Labour Code.

Race
Marital Status
Religious Belief
Colour
Family Status
Gender
Gender Identity
Gender Expression
Sexual Orientation
Place of Origin
Ancestry
Age
Physical Disability
Mental Disability
Source of Income

If you have been discriminated against under one or more of these protected grounds while at work or during the hiring process, you may be able to file a complaint with the Alberta Human Rights Commission.

You have one year from the date of the discrimination to file a Human Rights complaint.

Workers employed in Federally-regulated industries such as banks, railways, the postal service etc. are covered by the Canadian Human Rights Act.

Some industries are exempt from having to provide WCB coverage for their employees.

If your employer has WCB coverage and you were injured or developed a health issue through your job you should:

- 1 Tell your employer as soon as possible.
- 2 Talk to your doctor – they will give you a copy of the paper work they file with WCB. You should give this copy to your employer as soon as possible.
- 3 Fill out a "Workers Report of Injury or Occupational Disease" form and send it to WCB right away.
- 4 After applying, make sure to follow the instructions of your WCB Case Worker.

You have 2 years from the date of illness or injury to contact WCB. Any delay in doing so may impact your claim for compensation.

A WCB claim does not impact your potential for finding future employment: information related to your claim is confidential.

If your employer is giving you a hard time because you filed for WCB, you may have grounds to file a complaint with the Alberta Human Rights Commission.

★ As of January 1, 2016 WCB coverage for paid farm workers is mandatory.

Regular Benefits:

For those who are unable to continue working for their employer (i.e., laid off) or are enrolled in a course pre-approved by the EI Commission.

Sickness Benefits:

For those who are unable to work due to illness or injury.

Maternity and Parental Benefits:

For parents of newborn/newly adopted children.

Compassionate Care Benefits:

For those who need to temporarily leave their employment to care for a terminally ill loved one.

Parents of Critically Ill Children Benefits:

For those who need to temporarily leave their employment to care for a terminally ill child under the age of 18 years old.

The number of working hours you need to qualify for any of these benefits varies by region, and type of benefit. The number of weeks you will be entitled to, if approved, also varies.

Be sure to apply for EI Benefits within 28 days of your last day at work—late applications may impact your benefits or might not be accepted.

Workers who quit or are fired for misconduct generally have a difficult time accessing EI Regular Benefits. If you are considering quitting you can call the WRC to discuss how this may impact your claim.