

INFORMATION RESOURCES

for Employers

Workplace and labour market information

March 2009

Employee or Contractor?

Know the difference

(Book, 28 pages,
Catalogue Item # 708399)

Whether you're an employer or a worker, you may need to know the difference between "employee" and "contractor" status—and the implications and requirements of each. Includes the basic factors and definitions different levels of government apply to determine employment status.

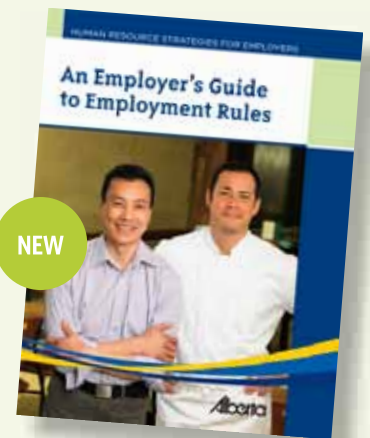


Human Resource Strategies for Employers

An Employer's Guide to Employment Rules

(Book, 44 pages,
Catalogue Item # 752507)

When hiring, paying and terminating employees in Alberta, you must follow employment rules set out by provincial and federal departments and agencies. Inside you'll find an overview of the employment legislation you, your managers and your payroll staff need to know.



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More **great resources** inside!

To order (publications are free to Albertans)

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310-0000 (toll-free)
780-427-5775 (Edmonton)
780-422-9750 (fax)

Alberta

Better Balance, Better Business:

Options for work-life issues

(Book, 48 pages,
Catalogue Item # 534091)

Find out why employers should care about work-life balance, ways to improve the situation to benefit both employers and workers, and ideas for making useful changes.



Beyond Pay and Benefits:

Effective practices from Alberta employers

(Book, 44 pages,
Catalogue Item # 708381)

Read about Alberta business owners and managers who have developed effective recruitment and retention practices that go beyond pay and benefits.



Employing a Diverse Workforce:

Making it work

(Book, 44 pages,
Catalogue Item # 675126)

Employing a diverse workforce and creating an inclusive workplace is a strategy that works for both employers and workers. Includes examples from Alberta employers on how to retain and engage a highly motivated and diverse workforce.

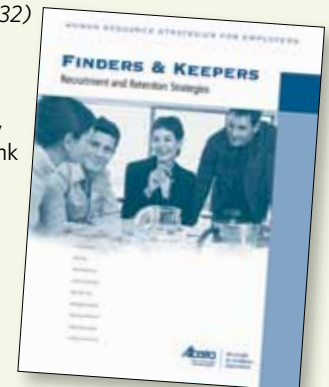


Finders and Keepers:

Recruitment and retention strategies

(Book, 64 pages, Catalogue Item # 505232)

Inside you'll find proven strategies and practical tools to help your small- or medium-sized business attract, recruit, select and retain workers. Includes blank worksheets.



Labour Market Information for Your Business:

A practical guide

(Book, 40 pages,
Catalogue Item # 623878)

Learn how you can use labour market information to achieve greater productivity and competitiveness. Includes testimonials from employers who have used labour market information to their advantage.



Leaving Your Small Business:

Your plan for a successful transition

(Book, 24 pages,
Catalogue Item # 675142)

If you're a small business owner, this practical guide will tell you what a business transition or succession plan is, why you should have one, and how to develop your own succession plan.

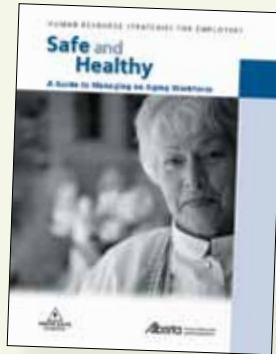


Safe and Healthy:

A guide to managing an aging workforce

(Book, 44 pages,
Catalogue Item # 623852)

This book examines perceptions and realities about the capabilities of older workers, as well as ways to keep employees of any age safe and healthy on the job.



Skills by Design:

Strategies for employee development

(Book, 48 pages,
Catalogue Item # 567290)

Inside you'll find ideas and practical advice for developing and enhancing your employees' skills.



Safe and Fair Workplaces

A Guide to Rights and Responsibilities in Alberta Workplaces

(Book, 36 pages,
Catalogue Item # 567266)

Whether you're new to the workplace or an employer with a small- to medium-sized business, this book can help you find answers to questions about employment standards, health and safety, human rights and workers' compensation procedures.



Let's Talk:

A guide to resolving workplace conflicts

(Book, 64 pages,
Catalogue Item # 505232)

If you've ever experienced disagreements in the workplace, this book is for you. It provides proven conflict resolution methods helpful for workers and employers in any organization.



Workplace Rights and Responsibilities poster

(Poster, Catalogue Item # 567274)

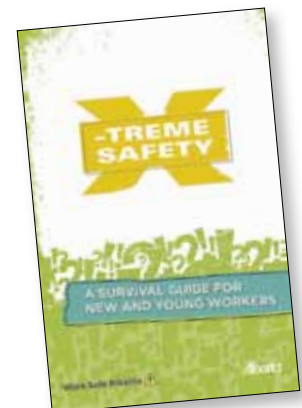


X-treme Safety:

A survival guide for new and young workers

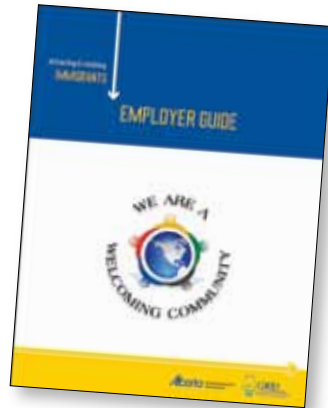
(Book, 44 pages,
Catalogue Item # 454992)

This survival guide for young and inexperienced workers is packed with information about workplace health and safety regulations and employment standards in Alberta. Includes personal stories, quizzes and checklists.



Attracting & Retaining Immigrants—Employer Guide

This publication provides practical information to help employers create welcoming work environments to foster the integration and retention of newcomers. The guide is a project of Central Alberta Economic Partnership's Welcoming Communities Initiative, with support from Alberta Employment and Immigration. Find the guide online at centralalberta.ab.ca (under the *Short Cuts* menu, click on *Welcome Communities* and select *Welcoming Communities Employer Guide*).



THE BUSINESS LINK: Alberta's business information service

Whether you're starting or expanding a small business or just need some tips and resources, visit The Business Link at canadabusiness.ca/alberta for comprehensive information.

A guide to help employers attract and retain Aboriginal employees titled **Getting to Know You** will soon be released. A companion guide to help Aboriginal job seekers find a job and succeed at work will also be available. These publications are produced by The Business Link in partnership with Alberta Employment and Immigration.

The Business Link also offers tools, info guides and small business training, as well as confidential, expert advice by phone or in person, to help you meet your business needs. The service is supported by the provincial and federal governments.



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CAREER PLANNING • EDUCATION • JOBS

➔ Make the most of your future

Tip sheets—short articles on a range of workplace topics

These “how to” ideas and tips will help you

- find and keep good employees
- settle in a new hire
- develop and reward employees
- mentor
- resolve conflict
- give a reference ... and more!

View tips by selecting the Employers/Managers/Supervisors audience at alis.alberta.ca/tips.

Occupational profiles (OCCinfo)—find duties, educational requirements, salary ranges and more for more than 530 occupations. Helpful when creating job descriptions. Available at alis.alberta.ca/occinfo.

Wage and salary information (WAGEinfo)—this biennial survey of Alberta employers includes wages and salaries by occupation, geographic area and industry group, as well as information on top occupational vacancy rates in eight economic regions. Available at alis.alberta.ca/wageinfo.

The entrepreneurial process—eight e-learning modules provide the fundamentals of running a business, from initial planning to operations, finance, marketing and more. Visit alis.alberta.ca/RocketFuel.

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