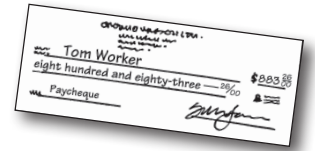




# Employment Law Protects Workers

## Teaching Notes



Please photocopy these notes.

Updated September 2011

Here are ways to handle this complex topic.

**Do pre-reading activities:**

- Write difficult vocabulary on the board or on a piece of paper. Jot down what your students know about the words.
- Ask students if they have any questions

about employment laws in Alberta. Make a list of the questions. Try to find the answers to some of their questions in the publication *Employment Law Protects Workers*.

**Do one or two sections at a time:** Spread out the content over a few days or a few classes.

### Answers for exercises

**Tom works in a convenience store (TN-2)**

- |                     |             |
|---------------------|-------------|
| 1. \$12.00 per hour | 6. \$118.19 |
| 2. every two weeks  | 7. \$18.98  |
| 3. a pay stub       | 8. \$46.13  |
| 4. Thanksgiving Day | 9. \$883.26 |
| 5. 4 hours          |             |

**Scavenger hunt (TN-2) possible answers**

1. cashier, clerk, construction worker, cook, dishwasher, gas station attendant, painter, settlement worker, teacher
2. bar, clothing store, convenience store, day care centre, flower shop, gas station, hotel, house-painting company, pet store, restaurant, warehouse
3. New Year's Day, Alberta Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day
4. Canada Pension Plan, Employment Insurance, income tax
5. in cash, by cheque, by direct deposit into a worker's bank account
6. Some workers get vacation pay on every paycheque.  
Some workers get all their vacation pay just before they take a vacation.

**Match the words (TN-3)**

1. b 2. l 3. g 4. c 5. e 6. d  
7. i 8. f 9. h 10. j 11. k 12. a

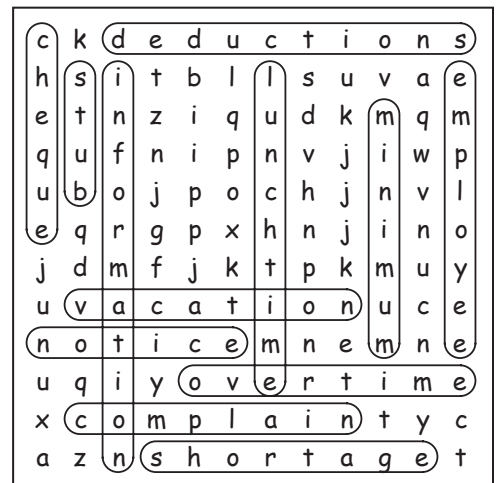
**Employment words (TN-3)**

1. working 2. minimum 3. rest  
4. paid 5. stub 6. regular  
7. agreement 8. vacation

**True or false (TN-4)**

1. T 2. F 3. F 4. T 5. F 6. T  
7. T 8. T 9. F

**Find the words (TN-4)**



## Tom works in a convenience store

These questions are about Tom and his pay stub on page 2.

Answer the questions with short answers.

1. How much does Tom make per hour? \$12.00 per hour
2. How often does he get paid? \_\_\_\_\_
3. What does Tom get with his cheque? \_\_\_\_\_
4. What general holiday did Tom get paid for? \_\_\_\_\_
5. How many overtime hours did he work? \_\_\_\_\_
6. What was the total deduction for income tax? \_\_\_\_\_
7. How much was the EI deduction? \_\_\_\_\_
8. How much was the CPP deduction? \_\_\_\_\_
9. How much was Tom's take-home pay? \_\_\_\_\_

## Scavenger hunt

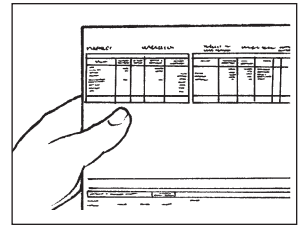
Find these things in **Employment Law Protects Workers**.

1. four jobs cashier \_\_\_\_\_  
\_\_\_\_\_
2. two businesses \_\_\_\_\_
3. two general holidays \_\_\_\_\_
4. two kinds of deductions \_\_\_\_\_
5. two ways that employers pay their workers \_\_\_\_\_  
\_\_\_\_\_
6. two ways that employees get vacation pay  
\_\_\_\_\_  
\_\_\_\_\_

## Match the words

Match the word on the left to a word on the right with a similar meaning.

- |              |                  |                    |
|--------------|------------------|--------------------|
| <u>  b  </u> | 1. employer      | a. add             |
| <u>     </u> | 2. employee      | b. boss            |
| <u>     </u> | 3. extra hours   | c. calculate       |
| <u>     </u> | 4. figure out    | d. general holiday |
| <u>     </u> | 5. in lieu of    | e. instead of      |
| <u>     </u> | 6. stat holiday  | f. net pay         |
| <u>     </u> | 7. pay slip      | g. overtime        |
| <u>     </u> | 8. take-home pay | h. pay             |
| <u>     </u> | 9. wages         | i. pay stub        |
| <u>     </u> | 10. laws         | j. rules           |
| <u>     </u> | 11. minus (-)    | k. subtract        |
| <u>     </u> | 12. plus (+)     | l. worker          |

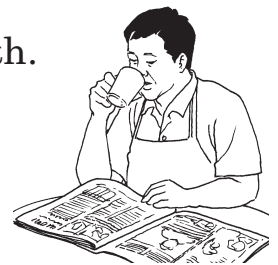


## Employment words

Fill in the blanks with the correct word from the box.

agreement    minimum    paid    regular    rest    stub    vacation    ~~working~~

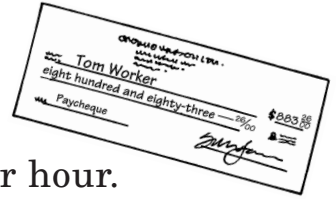
1. The Employment Standards Code has laws about working in Alberta.
2. The general \_\_\_\_\_ wage in Alberta is \$9.40 per hour.
3. Some employers pay for \_\_\_\_\_ breaks.
4. Workers must get \_\_\_\_\_ at least once a month.
5. A pay \_\_\_\_\_ is also called a pay slip.
6. Overtime pay is 1½ times \_\_\_\_\_ pay.
7. Some workers sign an overtime \_\_\_\_\_. They get time off with pay instead of overtime pay.
8. Some workers get \_\_\_\_\_ pay on every paycheque.



## True or false

Write T if the sentence is true. Write F if the sentence is false.

- T   1. The general minimum wage is \$9.40 per hour.
2. The minimum wage for liquor servers is \$9.40 per hour.
3. Employers must pay workers by cheque.
4. Employers must give workers a pay stub after each pay period.
5. It is not important to read your pay stubs.
6. Employers must deduct some money from workers' pay.  
For example: deductions for income tax.
7. Workers must get days off.
8. Some workers get time off with pay instead of overtime pay.
9. Workers must get a vacation after they have worked  
for one employer for 6 months.



## Find the words

Find these words in the puzzle. Some words go across and some go down.



- |             |          |
|-------------|----------|
| cheque      | minimum  |
| complain    | notice   |
| deductions  | overtime |
| employee    | shortage |
| information | stub     |
| lunchtime   | vacation |

c	k	d	e	d	u	c	t	i	o	n	s
h	s	i	t	b	l	l	s	u	v	a	e
e	t	n	z	i	q	u	d	k	m	q	m
q	u	f	n	i	p	n	v	j	i	w	p
u	b	o	j	p	o	c	h	j	n	v	l
e	q	r	g	p	x	h	n	j	i	n	o
j	d	m	f	j	k	t	p	k	m	u	y
u	v	a	c	a	t	i	o	n	u	c	e
n	o	t	i	c	e	m	n	e	m	n	e
u	q	i	y	o	v	e	r	t	i	m	e
x	c	o	m	p	l	a	i	n	t	y	c
a	z	n	s	h	o	r	t	a	g	e	t