

## UNDERSTANDING MINIMUM WAGE



Susan Smith works full time at George's restaurant. She works 40 hours in one week. She gets paid every two weeks. She is a **waitress** and she makes minimum wage. As of April 1, 2008, the minimum wage is \$8.50 an hour. The government decides when minimum wage will increase. The employer decides when they will increase the wage above minimum wage. There is no law requiring the employer to increase the wage.

No jobs covered by Employment Standards can get less than minimum wage. There are only a few jobs that can pay their workers less than minimum wage. They are often jobs in a home. For example, last year Susan took care of her friend Ann's children for 3 hours a week. She got paid less than minimum wage.



Susan's husband Bob is a **salesperson**. He works on commission. He gets more money when people buy more. One pay period he was at the store full time, for 80 hours. He only made \$500 commission. The minimum wage laws apply to salespeople who work for commission. He worked 80 hours, and 80 times \$8.50 is \$680. His employer had to pay him an extra \$180 so that he would earn the minimum wage for his two weeks of work.

Susan is glad there are laws to protect her family's money. Her employer has to pay her twice a month. She always checks her pay cheque to make sure it is correct.

QUESTIONS FROM THE READING

1. Where does Susan work?
2. How many hours does she work in one week?
3. How often does she get paid?
4. How much is minimum wage?
5. Who decides when minimum wage will increase?
6. Bob works on commission. Does he need to get minimum wage?



PAY CHEQUE OF A FULL TIME WORKER WORKING AT MINIMUM WAGE

Date:	April 18, 2008	Cheque Number	6117
S.I.N.	617 854 926	Employee Number	1827

Hours worked	80	E.I.	\$15.97	Net Pay
Rate of Pay	\$8.50 / hr	Income Tax	\$175.86	\$489.75
Vacation Pay	\$27.20	Union	\$5.86	Pay Period Ending
Gross Pay	\$707.20	C.P.P.	\$10.76	18/04/08

George's Restaurant 123 Main Street Winnipeg, Manitoba	_____ DD    MM    YYYY
Pay to the Order of _____	\$ _____
_____ / 100    Dollars	
Credit Union 456 Portage Ave Winnipeg, Manitoba	_____ H. Brown

## UNDERSTANDING PAY CHEQUE DEDUCTIONS

Your pay cheque may have less money than you expect. The employer can subtract (deduct) money from your pay cheque. All of the deductions (the money subtracted) must be helpful for you.

For example, you will pay **income tax**. The tax money will be used to pay for health care and education. You will pay **Employment Insurance**, which is called “**E.I.**”. This will help you when you don’t have a job. You will pay the **Canada Pension Plan**, which is called “**C.P.P.**”. This will give you money when you are 65 years old. You might pay money to the **union**. They will help you talk to your employer about problems. Some employers subtract money for **health insurance**. This will help you pay for health problems.

### QUESTIONS ABOUT SUSAN’S PAY CHEQUE:

Look at the Susan’s pay cheque on page 10 and answer the questions.

1. How much income tax did Susan pay? \_\_\_\_\_
2. How much Employment Insurance? \_\_\_\_\_
3. How much Canada Pension Plan did Susan pay? \_\_\_\_\_
4. How much did Susan pay for the union? \_\_\_\_\_
5. How much did Susan pay for health insurance? \_\_\_\_\_



## UNDERSTANDING PAY CHEQUE DEDUCTIONS

Your pay cheque may have less money than you expect. The employer can subtract (deduct) money from your pay cheque. All of the deductions (the money subtracted) must be helpful for you.

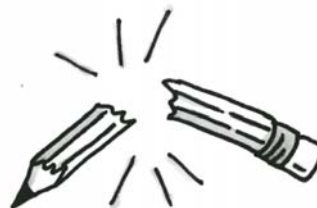


For example, you will pay tax. The tax money will be used to pay for health care and education. You will pay unemployment insurance. This will help you when you don't have a job.



You will pay the Canada Pension Plan. This will give you money when you are 65 years old. You might pay money to the union. They will help you talk to your employer about problems. Some employers subtract money for health insurance. This will help you pay for health problems.




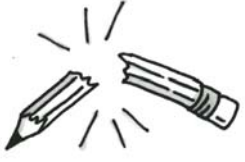

The employer can not subtract money from your pay cheque if you break something, or if something is lost or stolen. He can not charge you for safety equipment.



He can not subtract money to pay for a class that you need to take to learn more information that is only helpful for your job.

UNDERSTANDING PAY CHEQUE DEDUCTIONS

Can the employer deduct this money? Write “YES” or “NO”.

	<p>Health insurance money to help pay for your new glasses.</p>	
	<p>Canada Pension money for when you are 65 years old.</p>	
	<p>The \$50 of the employer’s money that was stolen from you while you were working.</p>	
	<p>The pencil you broke while you were working.</p>	
	<p>Money for Income tax</p>	

UNDERSTANDING UNIFORMS AND DRESS CODES

**Listen and fill in the blanks.**

Employers \_\_\_\_\_ an employee pay for a uniform.

Employees \_\_\_\_\_ how they will clean their uniform.

Uniforms are only useful in the workplace. They \_\_\_\_\_ the employer's name or colours. They \_\_\_\_\_ the employer's \_\_\_\_\_ or \_\_\_\_\_ on them. Employees \_\_\_\_\_ in the style or colour. They only wear the uniform while working.

Employers can have a \_\_\_\_\_. The employees need to buy the clothes, but they can choose where to buy them. They \_\_\_\_\_ the clothes at another place. For example, a common dress code for a restaurant is a white shirt and black pants.

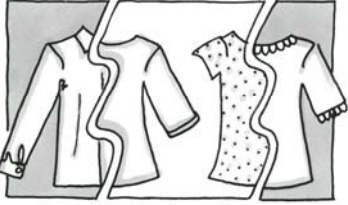
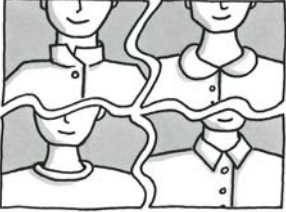
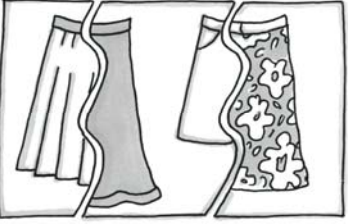
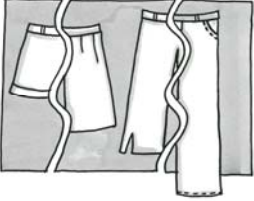

The dress code \_\_\_\_\_ the employee how to dress. The dress code tells the employee what to wear or not wear. Here is an example:



HOW NOT TO DRESS...	HOW TO DRESS....

UNDERSTANDING UNIFORMS AND DRESS CODE (continued)

The dress code \_\_\_\_\_ the employee what the clothes should look like:

	How long the _____ can be
	What style the _____ can be
	What style and length and colour the _____ can be
	What style and length and colour the _____ can be
	What style and length and colour the _____ can be

JOBS THAT USUALLY HAVE UNIFORMS

 <p>Industrial worker</p>	 <p>Chef</p>	 <p>Maid</p>
 <p>Paramedic</p>	 <p>Department store worker</p>	 <p>Chauffeur</p>
 <p>Fast food worker</p>	 <p>Mechanic</p>	 <p>Security guard</p>

JOBS THAT USUALLY DO NOT HAVE UNIFORMS

 <p>Gardener</p>	 <p>Tailor</p>	 <p>Carpenter</p>
 <p>Barber</p>	 <p>Computer programmer</p>	 <p>Travel Agent</p>
 <p>Journalist</p>	 <p>Real Estate Agent</p>	 <p>Seamstress</p>

RECORD KEEPING & PAY STUBS

Your employer will write down information about you. For example, your employer will need your name, address, date of birth and occupation.

It is a good idea for employees to also keep records of when they work and what they have been paid. It is easy to write the hours on a calendar.

**PARTNER A**



**December 2008**

Ahmed Abdul has only worked for two weeks. He started on December 15, 2008. Ask your partner about how many hours Ahmed worked on the dates that are in BOLD numbers, and record it. (For example: “How many hours did Ahmed work on December 16<sup>th</sup>?”)

Sunday	Monday	Tuesday	Wednes.	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	<b>15</b> 8 hours + 1 hour overtime	<b>16</b>	17 8 hours	<b>18</b>	19 2 hours	<b>20</b>
21 DAY OFF (unpaid)	<b>22</b>	23 7 hours	<b>24</b>	25 General holiday 4 hours overtime	<b>26</b>	27 7 hours
28	29	30	31			

**RECORD KEEPING & PAY STUBS**

Your employer will write down information about you. For example, your employer will need your name, address, date of birth and occupation.

It is a good idea for employees to also keep records of when they work and what they have been paid. It is easy to write the hours on a calendar.



**PARTNER B**

**December 2008**

Ahmed Abdul has only worked for two weeks. He started on December 15, 2008. Ask your partner about how many hours Ahmed worked on the dates that are in BOLD numbers, and record it. (For example: “How many hours did Ahmed work on December 15<sup>th</sup>?”)

Sunday	Monday	Tuesday	Wednes.	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	<b>15</b>	16 8 hours	<b>17</b>	18 4 hours	<b>19</b>	20 8 hours + 1 hour overtime
<b>21</b>	22 4 hours	<b>23</b>	24 4 hours	<b>25</b>	26 3 hours	<b>27</b>
28	29	30	31			

WORKING OVERTIME

The standard hours of work are **eight hours a day**

The standard work week is **40 hours**.

An unpaid lunch break is not included in the hours of work. For example:

Sun.	Mon.	Tues.	Wednes.	Thurs.	Fri.	Sat.	Total hours	
							Regular	Overtime
8	8	8	8	8	8	8	40	16
8	6	6	8	10			36	2
10	6	10	6	10				

Employers need to pay **1 ½ times** the employee’s regular wage for the overtime hours. Employers need to **ask** their employees to work overtime. The employee can **choose** to work overtime, or to not work overtime. An employee can not work overtime without the **employer’s permission** and get paid. Employers and employees can agree that employees can take **time off instead of pay** for overtime. The time off must be **1 ½ hours** for each hour of overtime worked.

Answer the questions by looking at the calendar that you completed on page 16 or 17 for Ahmed Abdul.

1. How many total hours of work did Ahmed work in the two weeks? \_\_\_\_\_
2. How many of the hours were for regular pay? \_\_\_\_\_
3. How many hours were for overtime pay? \_\_\_\_\_
4. Ahmed is paid \$10 an hour for his regular wage, and \$15 an hour for his overtime wage. How much money did Ahmed make, before any deductions, in two weeks?



( \_\_\_ hours regular x \$10) + ( \_\_\_ hours overtime x \$15) = \_\_\_\_\_