

## Employees' Survey for Written Agreement

To constitute a valid written employee agreement/opinion, the document must clearly show that the employees knew what they were agreeing to and understood they have a choice.

The document must contain:

1. The proposed terms to which the employees are agreeing, on the same page as the signature(s).
2. A list of employees that will be affected by the schedule change.
3. Each affected employee's signature, either agreeing or disagreeing with the proposal.
4. Explanation for any employees unavailable to sign, such as those on leave.
5. Contact information for the employees to contact the Employment Standards Branch with questions or concerns. The phone number is 204-945-3352, or 1-800-821-4307 (toll free in Manitoba). E-mail [employmentstandards@gov.mb.ca](mailto:employmentstandards@gov.mb.ca)

Below is a sample of what an employee's agreement sheet might look like.

*We would like you to consider the request of COMPANY XYZ to apply to the Employment Standards Branch for a permit seeking certain exemptions from the provisions of The Employment Standards Code. Please review the proposed terms and sign your opinion to the proposed application below.*

*Proposal:* (clearly state all terms related to new schedule)

*(example) Employees in the sifting department will work 10 hours per day (from 8:00 a.m. to 6:00 p.m.), 50 hours per week, 80 hours in a two-week cycle, without overtime pay. Employees will receive one 15-minute break at 10:00 a.m., one 30-minute break at noon, and a second 15-minute break at 3:00 p.m. Overtime will be paid after 10 hours per day, 50 hours per week, and 80 hours in a two-week period.*

*If you have any questions or concerns about this proposal that COMPANY XYZ is unable to address, you may call the Employment Standards Branch at (204) 945-3352 or 1-800-821-4307 (toll free in Manitoba).*

*Please sign below to indicate your support or disagreement with the proposal.*

	<i>Signature</i>	<i>Date</i>	<i>Agree</i>	<i>Disagree</i>
<i>Albert Einstein</i>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Bob Newhart</i>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Carmen Electra</i>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Davie Jones</i>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Asner</i>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Frankie Avalon</i>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Gina Lollobrigida</i>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>