

Do I have an Employment Standards Complaint?

The *Employment Standards Code* establishes the right and responsibilities of most employees and employers in Manitoba. The following questions will help you determine whether the Employment Standards Branch can help you resolve your complaint.

Are you owed money from work primarily performed in Manitoba?

If you answered “No”, please contact the employment standards office in the jurisdiction where the work was performed. If you have jurisdictional questions, please feel free to contact the Employment Standards Branch.

Are you looking for Employment Insurance, Record of Employment (ROE), or a T4?

If you answered “Yes”, please contact Service Canada at 1-800-622-6232.

Has it been longer than 6 months from your last day of employment?

If you answered “Yes”, we may not be able to investigate your complaint due to the length of time passed. Please contact the Employment Standards Branch.

Do you work in a federally regulated industry such as airlines, national/international trucking, banking, railways, or in TV or radio broadcasting?

If you answered “Yes”, or are not sure, please contact Canada Labour Program (1-800-641-4049) for more information.

Filing a Complaint:

If you would like to file a complaint, complete page 2 and submit by one of the following methods:

- By E-mail at employmentstandards@gov.mb.ca
- By Fax: 204-948-3046
- By Mail or In Person:
 - Winnipeg** – 6th Floor – 401 York Avenue, R3C 0P8
 - Brandon** – Room 328, 340 – 9th Street, R7A 6C2
 - Thompson** – Box 19, 59 Elizabeth Drive, R8N 1X4

What happens after I file a Complaint?

As a neutral 3rd party, the Employment Standards Branch will investigate and make a decision on your complaint by speaking to both you and the employer to gather information, review facts and apply the legislation. The length of time to resolve each complaint is different depending on many factors such as complexity of the issues and cooperation of all parties involved. If you have any documentation to support your complaint (pay stubs, record of time worked, etc.) please submit it to our office.

EMPLOYMENT STANDARDS COMPLAINT FORM
FORMULAIRE DE PLAINTE EN VERTU DES NORMES
D'EMPLOI*



This complaint is made by: / La présente plainte est déposée par

Name / Nom		Home Phone #: / N° de téléphone (résidence) :	
Mailing Address: / Adresse postale :		City / Town : Ville / mun. :	
Prov.	Postal Code: / Code Postal	Work Phone #: / N° de téléphone (travail) :	Fax #: / N° de télécopieur :
Email: / Adresse électronique :		Cell Phone #: / N° de téléphone cellulaire :	
What is the best way to contact you between 8:30 a.m. and 4:30 p.m.? / Quel serait le meilleur moyen de communiquer avec vous entre 8 h 30 et 16 h 30?			

This complaint is made against: / La présente plainte est déposée contre

Business Name / Nom d'entreprise		Work Phone #: / N° de téléphone (travail) :	
Mailing Address: / Adresse postale :		City / Town : Ville / mun. :	
Prov.	Postal Code: / Code Postal	Cell Phone #: / N° de téléphone cellulaire :	Fax #: / N° de télécopieur :
Email: / Adresse électronique :		Home Phone #: / N° de téléphone (résidence) :	

Is the business still operating? / Est-ce que l'entreprise est toujours en exploitation? _____

What is the employer's type of business: / Quel est le genre d'entreprise de l'employeur? _____

Complainant Signature: / Signature du plaignant : _____ Date : _____

Office use only / Réservé au bureau	

File Number / N° de dossier	

S.I.C. / N.A.S.	

Date Received / Date de réception	

Employment Standards / Division des normes d'emploi 6th Floor - 401 York Ave. / 401, avenue York, 6e étage, Winnipeg, MB R3C 0P8 Tel.: / Téléphone : (204) 945-3352 or/ou 1-800-821-4307 Fax: / Télécopieur : (204) 948-3046 Email: / Adresse électronique: employmentstandards@gov.mb.ca	
Employment Standards is collecting the personal information on this form under the Authority of and for the purposes of providing services and carrying out its responsibilities under The Employment Standards Code and/or The Construction Industry Wages Act and/or The Remembrance Day Act. These responsibilities may result in Employment Standards disclosing the information to other bodies, including the Manitoba Labour Board. The information is protected by the protection of privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about this collection of information, please contact the Manager of Client Services, 6th Floor - 401 York Avenue, 204-945-3352 or 1-800-821-4307.	Normes d'emploi recueille les renseignements personnels contenus dans le présent formulaire en vertu du Code des normes d'emploi, de la Loi sur les salaires dans l'industrie de la construction ou de la Loi sur le jour du Souvenir, afin de fournir des services et de s'acquitter de ses responsabilités conformément aux dispositions législatives précitées. En raison de ces responsabilités, la Direction pourrait divulguer ces renseignements à d'autres organismes, notamment à la Commission du travail du Manitoba. Les renseignements personnels sont protégés par les dispositions pertinentes de la Loi sur l'accès à l'information et la protection de la vie privée. Si vous avez des questions sur la collecte de ces renseignements, veuillez communiquer avec le gestionnaire des Services à la clientèle, 401, avenue York, 6e étage, 204-945-3352 ou 1 800 821-4307.