

Your Rights @ Work

It's your Right!

There are over 1.5 million young people aged 15 to 24 working across Ontario.

If you're one of them,

read this now.



Working Time, Rest and Eating periods

There are limits to the number of hours you can be required or allowed to work. In addition, you are entitled to a certain number of hours free from work and to be provided with eating periods.

Overtime is payable after 44 hours in most jobs. Overtime pay is at least 1.5 times your normal hourly rate.

[Ontario.ca/hoursofwork](https://ontario.ca/hoursofwork)

Standards at Work

A law called the *Employment Standards Act, 2000* (ESA) sets minimum standards for things like pay, hours and time off. Most workplaces in Ontario must follow this law and your rights are the same whether you work full-time or part-time.

Payday

You should have a regular pay period and payday. You should also receive a wage statement (pay stub) that includes: your gross and net wage (after deductions), your pay period and your wage rate, if applicable (e.g. \$15/hour). Any deductions, like EI, taxes and Canada Pension Plan must be noted. www.labour.gov.on.ca/english/es/pubs/guide/paywage.php

Getting Paid

\$10.25/Hr is the regular minimum wage.
\$ 9.60/Hr is the minimum wage if you're a student under 18 years and you work less than 28 hours a week when school is in session or you work during a school holiday.
\$8.90/Hr is the minimum wage for liquor servers.

[Ontario.ca/minimumwage](https://ontario.ca/minimumwage)



Public Holidays

There are nine public holidays in Ontario. Generally, your right is to have these days off work with public holiday pay. These rights begin when you start your job.

www.labour.gov.on.ca/english/es/pubs/guide/publicholidays.php

Calculate your public holiday pay. www.labour.gov.on.ca/english/es/tools/php_calc.php

Learn More

By visiting our website for more resources, tools, videos, podcasts.

[Ontario.ca/employmentstandards](https://ontario.ca/employmentstandards) or [Ontario.ca/youngworkers](https://ontario.ca/youngworkers)



Questions about your rights @ work?

Employment Standards Information Centre
416-326-7160 (Greater Toronto Area)
1-800-531-5551 (toll free Canada-wide)
1-866-567-8893 (TTY for hearing impaired)

The Employment Standards

TOP TEN

1. It should be in writing.

Expect a regular pay day and a pay stub that is clear. Make sure to keep a record of the hours that you work.

2. How do you like my uniform?

Some employers require you to pay for items like personal uniforms as a condition of having a job. However, deductions like these from your wages may only be made if you agree *in writing* to have a specified amount deducted. Ask about any special requirements before accepting a job.

3. Deductions not allowed

If a customer leaves without paying or your error costs your employer money, that amount cannot be deducted from your wages. <http://www.labour.gov.on.ca/english/es/pubs/guide/paywage.php>

4. Where's the Poster?

Your employer should have the ESA Poster hanging where you can read it. Do they? www.labour.gov.on.ca/english/es/pubs/poster.php

5. What is work time?

Time spent in training that is required by the employer or by law is counted as work time. If you have to transport materials from the workplace to another job site, that is work time too. www.labour.gov.on.ca/english/es/tools/hours/what_counts.php

6. Can I be required to work on a Public Holiday?

If you work in a hotel, motel, tourist resort, restaurant, tavern, hospital or an establishment with continuous operations, you may be required to work on a public holiday. www.labour.gov.on.ca/english/es/pubs/guide/publicholidays.php

7. Sometimes there's an exception

Some jobs have special rules or exemptions. Learn more at www.labour.gov.on.ca/english/es/tools/srt/index.php

8. What's my vacation pay?

Vacation pay is at least 4% of wages (excluding vacation pay). Any vacation pay that is not paid is owed to you when your employment ends. www.labour.gov.on.ca/english/es/pubs/guide/vacation.php#pay

9. Are you a "Temp"?

If you work for a temp agency, you generally have the same rights as other employees under the ESA, including public holiday pay and notice of termination. Learn more about working for a temporary help agency at: www.labour.gov.on.ca/english/es/pubs/is_tha.php

10. Call us if you need us.

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Workplace Warning Signs

- Not getting paid on time
- No pay stub
- Not paid for extra hours
- No time to eat
- No public holiday pay
- Unexplained deductions from your pay

If you Lose Your Job

After working for an employer continuously for three months, most employees must receive advance notice in writing and/or termination pay when their employer ends their employment. The amount of notice depends on how long they have worked for the employer. www.labour.gov.on.ca/english/es/pubs/guide/termination.php

Your employer does not have to provide a reason for ending your employment but it cannot be for such things as:

- Asking about your Employment Standards rights (this is called reprisal)
- Refusing to work in excess of the daily and weekly hours of work maximums.

For a complete list see <http://www.labour.gov.on.ca/english/es/pubs/guide/reprisals.php>

"Safety at Work is Everyone's Job"
For Occupational Health & Safety as well as Employment Standards information, see

Ontario.ca/youngworkers

Employment Insurance

Employment Insurance (EI) provides temporary financial assistance to individuals who qualify. EI is run by the federal government.

Toll-Free: 1-800-206-7218

TTY: 1-800-529-3742

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Note: This document does not constitute legal advice and has no legal effect. To determine your rights and obligations under the Employment Standards Act (ESA) and its regulations, please contact your legal counsel or refer to the legislation http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_00e41_e.htm.



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