

HIRING SUMMER STUDENTS

It is that time of year again when many sport organizations will be hiring term and casual summer students. This publication is intended to provide some basic information to help you through the process.

Rights and Responsibilities of Employers and Employees

The *Employment Standards Code* establishes the rights and responsibilities of most employees and employers in Manitoba. Although this legislation does not address all workplace situations, it outlines some basic rules employers and employees must follow. Their website has information on employee and employer rights and responsibilities. www.manitoba.ca/labour/standards Telephone: 945-3352

Young people have the same rights and the same obligations as all other employees. They are entitled to vacation pay, overtime, minimum wage, general holiday pay and all other rights under the Employment Standards Code. Employees under 16 years old must have a permit from the Employment Standards Branch before they can work. Applications for an employment permit can be found at the website www.manitoba.ca/labour/standards/forms.

People under 18 years old are not allowed to work alone between the hours of 11:00 p.m. and 6:00 a.m. Employees under 16 years old are not allowed to work between the hours of 11:00 p.m. and 6:00 a.m.

Workplace safety and health legislation requires all employers who have employees working alone to have a clear plan that ensures employees' safety. This is needed whenever an employee is asked to work alone, not just at night. Questions regarding working alone should be directed to the Employment Standards Branch and the Workplace Safety and Health Branch.

PSO responsibilities as employers

PSOs must comply with government legislation (laws) as they apply to the hiring and management of employees. The PSO must have in place and implement employee agreements/contracts, a job description and an annual performance review of all full and part-time employees. Minimum standards for each of the above items can be found in Sport Manitoba's Terms & Conditions for Funding Handbook.

Did you know - the minimum wage is \$8.50 per hour effective April 1, 2008.

Record Keeping: Employers and employees need to keep accurate records of the hours worked and the amount paid for those hours. Employers must pay employees for all hours they work and explain how the pay was calculated. The Employment Standards Branch requires employers to keep some pay records for three years.

How often must employees be paid? Employees must be paid at least semi-monthly (twice a month) and within 10 days of the end of a pay period.

When are employees entitled to be paid overtime? The standard hours of work are generally eight hours in a day and 40 hours in a week. Work beyond the standard hours is overtime. Employees who work overtime are entitled to be paid 1 ½ times their regular wage for the hours worked during overtime. Overtime can only be worked when employees agree and employers approve the work. For more information regarding overtime see the Employment Standards website.

Termination: Employers or employees can decide to end an employment relationship at any time. In most cases, legislation requires that the person ending the employment give notice.

Do employees need to give notice of termination? Yes, employees who have worked for an employer more than 30 days but less than one year, must give at least one week's notice before the last day they plan to work. After employees have completed one full year with the same employer, at least two weeks notice is required.

Do employers need to give notice of termination? Yes, when employers wish to terminate employees they must give notice of termination or pay wages equal to what would normally be earned during the notice. This is often called wages in lieu of notice. The notice period varies depending how long employees have worked.

PSO responsibilities to Sport Manitoba's payroll department

The PSO must complete the Payroll Enrollment Form for all new employees. This form must include an authorized signature and include a clear employment start and end date. As payroll is a direct bank deposit, official banking information must be provided to set up the employee. PSOs must submit employee hours by the payroll processing deadlines dates found at our website www.sportmanitoba.ca. PSOs must notify the payroll department of all changes on a timely basis.

Publication of the PSO Unit

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