

Employment Standards and Working Safely in Saskatchewan

Introduction

There are many job opportunities in Saskatchewan. This document provides workers with some basic information about employment standards (minimum requirements employers must follow), how you are protected under *The Saskatchewan Employment Act* and regulations and key information about occupational health and safety in the workplace.

Employment Standards for Workers:

Definition of an employee:

- An employee is a person who an employer allows to perform work or services for and is entitled to wages. This includes someone who is being trained for work by the employer, but doesn't include someone in business for themselves, such as independent contractors.

Hours of work and work schedules:

- Employers must provide work schedules to their employees at least one week before the schedule starts. A work schedule must state when your shift begins and ends each day and, if you work at least five hours or more, when meal breaks will be provided.
- The legislation does not require employers to provide rest breaks. However, if rest breaks are provided, they are paid time.

Wages:

- Most employees must be paid at least the minimum wage for each hour they are required or permitted to work or are at the employer's disposal. You can find the current minimum wage rate on [saskatchewan.ca](https://www.saskatchewan.ca).
- An employer must pay you in Canadian currency:
 - by cheque drawn on a bank, credit union or trust corporation; or
 - by deposit to your account in a bank, credit union or trust corporation.

Overtime:

- You must be paid at least 1.5 times your hourly wage rate for all work over eight hours in a day or 40 hours in a week. During a week with a public holiday, overtime must be paid after 32 hours.

Reporting for duty pay:

- Except for overtime, if you report to work you must receive at least three hours pay at your regular hourly wage, even if there is no work to do or the employee works for less than three hours.

Paystub and Deductions:

- Employers must provide you with a statement of earnings or pay stub on each pay day and when making payments of wage adjustments. You must be paid either twice each month, once each month, or once every two weeks.
- Employers are not allowed to make any deductions from wages unless they are required (for example income tax deductions) or permitted by law (for example an employee contribution to a pension plan).

Time off work:

- You are entitled to [10 paid holidays](#) per year in Saskatchewan: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day, and Christmas Day.
- Employees are allowed at least three weeks of paid vacation each year of employment.
- Employees can take unpaid time off for maternity, adoption or parental leave, or to take care of a critically ill family member. These leaves are available to employees after 13 weeks of service.
- Employees can also take off up to 12 unpaid days each year for illnesses or injuries that are not serious, or up to 12 weeks for a serious illness or injury. They can also take the same unpaid time off to care for a sick or injured member of their immediate family who depends on the employee for care. This leave is available to employees after 13 weeks of service.
- Employees also have access to interpersonal violence leave. This is a job-protected leave of up to 10 days in a period of 52 weeks for survivors of interpersonal or sexual violence to access supports or relocate to a new home. The 10 day leave can be taken as five employer paid days and five unpaid days. The leave can be broken down into days or hours as required.

Protection for foreign nationals and foreign workers:

- If you are not yet a citizen or permanent resident of Canada, you are also protected under *The Foreign Worker and Immigration Services Act* (FWRISA). This legislation protects foreign nationals from mistreatment, such as misrepresentation and paying for employment.
- Foreign nationals are protected under FWRISA if they are working, looking for work, or are using the services of an immigration consultant or foreign worker recruiter.
- Under FWRISA, employers are responsible for paying all costs of hiring foreign workers, including paying the recruiter. Immigration consultants and foreign worker recruiters cannot charge foreign nationals any fees, provide misleading information about jobs or take advantage of a foreign national in any way.

Contacts:

The Ministry of Labour Relations and Workplace Safety has staff available to work with you if you have questions, need more information or want to make a complaint:

Employment Standards

Toll free: 1-800-667-1783

Email: employmentstandards@gov.sk.ca

Foreign Worker and Immigration Act inquiries: 1-833-626-9424

Occupational Health and Safety:

Workers' rights:

- All workers in Saskatchewan, regardless of citizenship status, have the right to a healthy and safe work environment. Everyone has a responsibility to ensure workplaces are healthy, safe, and free from harassment.
- As a worker in Saskatchewan, you have three fundamental rights:
 - The right to know about dangers at work and how to control them
 - The right to participate in finding and controlling workplace hazards
 - The right to refuse unusually dangerous work (information on [how to refuse](#) unusually dangerous work)

Worker training:

- All workers have the right to receive orientation and training whenever they start a new job or a new task in the workplace. Training includes instructions, teaching, and demonstrations of the knowledge and skills needed to do a job or perform a task.

Protection from harassment and discrimination:

- All workers in Saskatchewan are protected from harassment in the workplace, including volunteers, students and contractors.
- Harassment is any inappropriate conduct, comment, display, action, or gesture by a person that poses a threat to the health and safety of another worker. The definition includes sexual harassment.
- Saskatchewan workplaces are required to have a policy to prevent harassment in the workplace.
- If an employer disciplines or punishes a worker for exercising their health and safety rights, for instance firing or demoting a worker, that is called discriminatory action and is prohibited by legislation.

Contacts:

The Ministry of Labour Relations and Workplace Safety has staff available to work with you if you have questions, need more information or want to make a complaint:

Occupational Health and Safety

Toll free: 1-800-567-7233

Email: ohs.general@gov.sk.ca

Jurisdiction:

- Most workplaces in the province are regulated by the Government of Saskatchewan. However, employment standards and occupational health and safety in some workplaces and industries are regulated by the Government of Canada. Those industries include:
 - Banks
 - Air transportation, including airports and airlines
 - Telephone, telegraphs and cable systems
 - Grain elevators and seed mills
 - Uranium mining and processing
 - First Nation government activities (some First Nations-owned employers follow Saskatchewan's employment standards)
 - Inter-provincial and international trucking/transportation

- If your workplace is federally regulated, visit the Government of Canada [website](#) or call Service Canada at 1-800-622-6232 for more information about the [Canada Labour Code](#).

Other resources and contacts:

Ministry of Labour Relations and Workplace Safety: [Safety in the workplace](#)

Free training for all employees and employers:

- Employment standards and foreign worker protection www.saskatchewan.ca/business/employment-standards/employment-standards-training
- WorkSafe Saskatchewan online training: www.worksafesask.ca/training/online-courses/?doing_wp_cron=1589226471.2131900787353515625000

Government of Saskatchewan: www.saskatchewan.ca/work

The Saskatchewan Employment Act and other workplace regulations:

<https://publications.saskatchewan.ca/#/products/70351>

WorkSafe Saskatchewan

Toll free: 1-800-667-7590

www.worksafesask.ca

If you are injured in the workplace contact:

Saskatchewan Workers' Compensation Board

Toll free: 1-800-667-7590

www.wcsask.com