



## EMPLOYMENT STANDARDS

### Working in British Columbia

The law in B.C. sets standards for payment, compensation and working conditions in most workplaces. For more information, please contact the Employment Standards Branch toll free: 1-833-236-3700 | gov.bc.ca/employmentstandards

**MINIMUM WAGE** Employees must be paid at least minimum wage regardless of:

- How they are paid – hourly, salary, commission or other incentive basis
- Their status – full time, part-time, temporary or permanent

The minimum wage in B.C. as of June 1, 2025 is \$17.85 per hour. Other employer groups like live-in home support workers, resident care workers and certain farm workers have different wage rates. Check the Employment Standards Regulation for more info.

**TIPS AND GRATUITIES** Employers can collect tips and distribute them to all employees who shared in earning them. Employers cannot withhold tips or force employees to give their tips to them unless they're required to do so by law (e.g. a court order to garnish wages). Employees can only take a share of tips if they regularly do the same or similar work as the employees who share tips.

**MINIMUM DAILY PAY** An employee who reports for work must be paid for at least 2 hours, even if they work less than 2 hours. If the employee is scheduled for more than 8 hours, they must be paid for at least 4 hours. If work stops for a reason beyond the employer's control, the employee must be paid their minimum daily pay or the actual time worked, whichever is longer.

An employee is only paid for time actually worked if:

- They are unfit to work
- They do not meet WorkSafeBC health and safety regulations

**MEAL BREAKS** A 30-minute unpaid meal break must be provided when an employee works more than 5 hours in a row. Employers are not required to provide coffee breaks.

An employee must be paid for the meal break if they're required to work (or are available to work) during that time. Employees must be paid at least twice per month. Pay periods cannot be longer than 16 days. All wages earned, including overtime and statutory holiday pay, must be paid within 8 days after the end of the pay period. Employers must provide a pay stub (wage statement) every payday. It should include:

- The employer's name and address
- The hours worked by the employee
- The employee's wage rate and how the wages were calculated (e.g. hourly, salary, flat or piece rate, commission, or other incentive basis)
- The employee's overtime rates
- The hours worked at overtime rates
- Any money, allowance or other payment the employee is entitled to (e.g. vacation pay or statutory holiday pay)
- The employee's gross and net wages
- Any amounts withdrawn from the employee's time bank and how much time remains
- The employee's wage rate and how the wages were calculated
- The amount and purpose of each deduction

Employers must keep payroll records for each employee for 4 years. An employee must be paid final wages if their job ends:

- Within 48 hours, if they are terminated or laid off
- Within 6 days, if they quit

Final wages includes everything the employee owes the employer – for example, regular wages, overtime, statutory holiday pay, compensation for length of service, and vacation pay.

**OVERTIME** Employees are paid time-and-a-half for any time worked over 8 hours in a day, up to 12 hours. Employees are paid double time for any time worked over 12 hours in a day. Employees are paid time-and-a-half for any time worked over 40 hours in a week, counting only the first 8 hours worked each day. An employee can make a written request to bank their overtime hours instead of being paid for them during the pay period when they're earned. Hours need to be banked based on the overtime rate they were earned at. Later on, the employee can ask for:

- Part or all of the wages in the time bank to be paid out
- Time off with pay for a period agreed upon by the employer and employee

**AVERAGING AGREEMENTS** An employer and an employee can agree to average work hours over 1, 2, 3, or 4 weeks. Averaging agreements must be:

- Agreed to before they start
- In writing
- Specify a start and end date. Employees are paid overtime if they work more hours than their regular schedule:
- They are paid time-and-a-half when they work more than 8 hours in a day if the extra hours are more than their regular schedule or
- They are paid time-and-a-half for hours worked over an average of 40 hours in a week during the agreed averaging period (e.g. 90 hours averaged over 2 weeks)

**UNIFORMS AND SPECIAL CLOTHING** If employers require a uniform or special clothing, they must provide them to employees at no cost. They must also pay to clean and maintain these items or agree to reimburse employees for doing it. They cannot charge employees a deposit for uniforms. Special clothing is any item that creates a specific image, including items:

- Chosen by the employer
- Purchased from a specific store, including garments the business is selling
- In a specific brand or style
- With a company logo or unique company colours

Employers do not have to pay for an employee to meet a general dress code such as business casual, no jeans, no cut-offs, or a white shirt with dark pants. Employees must purchase their own:

- Clothing needed for protection against the elements
- General purpose work gloves
- Appropriate footwear including safety footwear
- Safety headgear

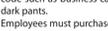
These items are only considered special clothing or a uniform if it identifies employees with the employer (e.g. a company logo).

**TEMPORARY FOREIGN WORKERS** Temporary foreign workers are covered by the Employment Standards Act and are entitled to all of its protections. In addition, many foreign workers have additional protections under the Temporary Foreign Worker Protection Act.

**DEDUCTIONS** An employer is required by law to make deductions from employee wages, for example:

- Income tax
- Employment Insurance premiums (EI)
- Canada Pension Plan contributions (CPP)
- A court order to garnish wages

**UPDATED JUNE 2025**



## EMPLOYMENT INSURANCE

Employment Insurance (EI) provides regular benefits to individuals who lose their jobs through no fault of their own (for example, due to shortage of work, or seasonal or mass lay-offs) and are available for and able to work, but can't find a job. Always apply for EI benefits as soon as you stop working. You can apply for benefits even if you haven't yet received your record of employment. If you delay filing your claim for benefits for more than 4 weeks after your last day of work, you may lose benefits.

**Do You Qualify?** The information below should be used as a guideline. We encourage you to apply for Employment Insurance (EI) benefits as soon as possible and let us determine if you're eligible. You need to demonstrate that you:

- were employed in insurable employment
- lost your job through no fault of your own
- are affected by flooding or wildfires
- have been without work and without pay for at least 7 consecutive days in the last 52 weeks
- have worked for the required number of insurable employment hours in the last 52 weeks or since the start of your last EI claim, whichever is shorter
- are ready, willing and capable of working each day
- are actively looking for work (you must keep a written record of employers you contact, including when you contacted them)

To prove your eligibility and to receive payments you may be entitled to, you're required to complete bi-weekly reports by internet or telephone. Failure to do so can mean a loss of benefits. You may not be eligible for EI benefits

- if you voluntarily left your job without just cause
- if you were dismissed for misconduct
- if you were unemployed because you're directly participating in a labour dispute (for example, a strike, lockout or other type of conflict)
- during a period of leave that compensates for a period in which you worked under an agreement with your employer, more hours than are normally worked in full-time employment

**If you're in jail** You're not entitled to receive EI benefits while you're confined to a jail, penitentiary or other similar institution. If you've been incarcerated but are later found not guilty by a court of law on all counts in relation to the event that led to your incarceration, your qualifying period and benefit period may be extended upon providing necessary proof.

Once you've applied for EI benefits, you'll be asked to provide us with proof that you were confined to a jail, penitentiary or other similar institution and that you were not found guilty of the offence(s) from the event(s) for which you were being held.

For a qualifying period or benefit period to be extended, you'll be asked to submit the following documents:

- a letter from the institution where you were incarcerated, specifying the dates of your incarceration
- documentation showing that no other outstanding charge(s) in relation to the event(s) that originally led to the incarceration exist, to confirm the time served is not being credited to any other charge(s) in relation to the original event or any other subsequent event
- proof that you have not been found guilty of the charge(s) from the original event that led to your incarceration

Keep these documents in a safe place. We'll contact you and provide you with instructions on how to submit them.

**You need at least 420 hours of insurable employment to qualify for EI**

Number of hours of insurable employment required to qualify for EI. The qualifying period is the shorter of:

- the 52-week period immediately before the start date of your claim, or
- the period from the start of a previous benefit period to the start of your new benefit period, if you applied for benefits earlier and your application was approved in the last 52 weeks

**Exceptions:** In some cases, the qualifying period may be extended to a maximum of 104 weeks if you weren't employed in insurable employment or if you weren't receiving EI benefits. Based on the unemployment rate in your area, you'll need between 420 and 700 hours of insurable employment during the qualifying period to qualify for regular benefits.

**Information you need to apply** Make sure your information is accurate before submitting it. A common mistake, like misspelling your parent's last name at birth, can delay the processing of your claim. Do not enter your parent's first name, married name, or date of birth. To complete the online EI application, you will need the following information:

- your social insurance number (SIN)
- if your SIN begins with a '9', you will need to supply proof of your immigration status and work permit
- the last name at birth of 1 of your parents
- your mailing and residential addresses, including postal codes
- your complete banking information to sign up for direct deposit, including:
- the name of your financial institution
- your bank branch number
- your account number
- the names, addresses, dates of employment, and reason for separation for all your employers over the last 52 weeks
- your detailed version of the facts if you quit or were dismissed

**Tips for job seekers** Looking for a job but don't know where to start? Check out the information at Service Canada to help you choose a career, get training and upgrade your skills, look for a job, or start a business. For labour market information in regions all across Canada, visit the Job Bank. This website provides information on job descriptions, job and skills requirements, training availability, potential employers, and more. To continue receiving EI benefits, you must be looking for work. You must also report any time that you are not capable of working or not available for work through your bi-weekly reports. Since Service Canada may ask you which employers you have contacted, it is important to keep a record of your job-search activities. You should keep a log of the names of all employers you visited or contacted, their addresses and phone numbers, and the dates you visited or contacted them. You should also keep a record of all the employers where you have applied or plan to apply for employment. Before you submit your EI application online, you will be given a complete list of your rights and responsibilities while you are receiving EI benefits.

**Register for My Service Canada Account** using the step-by-step instructions

- view any decision made about your EI application
- sign up for direct deposit
- see details on your payments and deductions
- view and update your personal information, including changing your address
- view and print copies of your T4E tax slip
- view records of employment that your employers have submitted electronically in the last 2 years
- access sites that can help you find a job

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## PAYDAY NOTICE

### Regular Paydays for Employees of

(Company Name) \_\_\_\_\_

Should be as follows:

Weekly  Bi-Weekly  Monthly  Other

By: \_\_\_\_\_ Title: \_\_\_\_\_



## JOINT HEALTH AND SAFETY COMMITTEE

### Joint Health and Safety Committee Sample Procedures or Terms of Reference

**1. Name of Joint Health and Safety Committee** The committee shall be known as the (insert name of committee) Joint Health and Safety Committee. (A name is reference for identification where there are other committees in the organization. Often a location or branch reference is sufficient)

**2. Purpose of the Committee** The purpose of the joint committee is to work cooperatively with the employer in identifying and resolving safety and health issues in support of a planned occupational safety and health program and to prevent occupational injuries and diseases in the workplace.

**3. Committee Membership** (a) The committee shall consist of at least 4 members. (b) The committee must consist of worker representatives and employer representatives (c) At least half of the members must be worker representatives. (d) The worker representatives must be selected by the workers from workers at the workplace who do not exercise managerial functions at the workplace according to the procedures identified in section 34 of the Workers' Compensation (WC) Act. The union should be notified of the selection so that the employer can be notified of their appointment by the union. (e) The employer representatives must be selected by the employer from among persons who exercise managerial functions for the employer and, to the extent possible, who do so at the workplace for which the joint committee is established.

(List the names of the members below along with the area/union they represent)

| Name of Employer Representatives | Area/Union Representing |
|----------------------------------|-------------------------|
|                                  |                         |
| Name of Worker Representatives   | Area/Union Representing |
|                                  |                         |

(f) The committee must have 2 co-chairs, one selected by the worker representatives, and the other selected by the employer representatives. (g) All members will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend. (h) The co-chairs of the committee must notify the employer when there is a lack of representation on the committee.

**4. Co-chair Duties** (i) Facilitate the meetings (ii) Review previous meeting reports and material prior to the meetings (iii) Ensure that a meeting place is arranged (iv) Ensure members are notified of meeting dates, times and locations (v) Ensure meeting agenda is prepared and distributed (vi) Ensure meeting reports are prepared and distributed (vii) Ensure that a copy of meeting reports is forwarded to the employer for distribution (viii) Prepare recommendation(s) and forward to the employer for a response (ix) Prepare all correspondence on behalf of the committee

**5. Terms of Office** (a) Committee members will sit on the committee for (insert number) years. (Note that committees are more effective if terms of office overlap for committee members. This allows a mix of new and experienced committee members on the committee, even after elections). (b) If a member of the committee chosen by the workers is unable to complete the term of office, the workers must choose another member. (c) If a member of the committee appointed by the employer is unable to complete the term of office, the employer must appoint another member. (d) All members must arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.

**6. Who does this Committee Report to?** This committee will report to each employer represented on the committee. (Insert name of Employer and person representing the Employer the committee will report to)

**7. Participation of Other Employees on this Joint Committee** If other employees request to participate on this joint committee, the request must be forwarded to the employer by this committee reports to for consideration. Participation of other employees on this committee requires the permission, by written order of WorkSafeBC, under section 32 of the Workers Compensation Act.

**8. Duties and Functions of the Committee** The duties and functions of a Joint Safety and Health Committee are those identified in Section 36 of the Workers' Compensation Act: (a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations. (b) Consider and expeditiously deal with complaints relating to the occupational health and safety of workers. (c) Consult with workers and the employer on issues relating to occupational health and safety and occupational environment. (d) Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the regulations, and monitor their effectiveness. (e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor their effectiveness. (f) Advise the employer on programs and policies required under the Regulation for the workplace and monitor their effectiveness. (g) Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers. (h) Ensure that incident investigations and regular inspections are carried out as required by the Regulation. (i) Participate in inspections, investigations and inquiries as provided by the Regulation. (j) Carry out any other duties and functions prescribed by the Regulation.

**9. Performing the Duties and Functions Consulting** Generally means communicating for the purposes of seeking information and advice. **Decisions of the committee** The committee should attempt to reach consensus on each decision it makes. If the committee cannot reach consensus then a vote may be taken. The committee will go with the majority vote, when a vote is needed. **Assistance in resolving disagreements within committee** If the joint safety and health committee is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a co-chair of the committee may report this to a Senior Manager, who may investigate and attempt to resolve the matter. Unresolved issues should be referred to the Permanent Joint Committees established under the Master collective agreements.

**Recommendations to the Employer** The joint committee must make all recommendations to the employer in writing with a written request for a response from the employer within 21 days. Both the employer and worker co-chairs must sign the recommendations before they are forwarded to the employer. All recommendations must be made separate from the minutes of the meeting. The employer is required, under the OHS Regulation, to respond to the joint committee recommendations within 21 days of receiving the written request. The employer must respond in writing by:

- Indicating acceptance of the recommendation, or
- Giving the employer's reasons for not accepting the recommendation.

If the employer is unable to provide a response before the end of the 21-day period, the employer will be asked by the committee to provide - within that time - a written explanation for the delay, together with an indication of when the response will be provided. If the employer does not accept the committee's recommendations, a co-chair of the committee may report the matter to the Permanent Joint Committee established under the Master collective agreement, which may investigate and attempt to resolve the matter. If the joint committee is not satisfied that the explanation provided for the delay is reasonable - in the circumstances - a co-chair of the committee may report this to WorkSafeBC. WorkSafeBC may investigate the matter and may, by order, establish a deadline by which the employer must respond.

**10. Support for the Committee** At the request of the joint committee, the employer is required by the Regulation to provide the reasonable equipment, space and clerical support necessary for the joint committee to carry out its duties and functions. The joint committee may request the following information from the employer, as needed: (a) The identification of known or reasonably foreseeable health or safety hazards which workers are likely to be exposed to in the workplace, (b) Health and safety experience, work practices and standards in similar or other industries of which the employer has knowledge, (c) Orders, penalties and prosecutions under the WC Act or OHS Regulation relating to health and safety at the workplace, and (d) Any other matter prescribed by OHS Regulation.

**11. Meetings** (a) The committee will meet monthly on the ( ) working day of each month. (b) Regularly scheduled meetings will be held from (insert time range) in the (insert name of room). (c) Special meetings, if required, will be held at the call of the co-chairs. (d) A quorum shall consist of a majority of members on the committee.

**12. Time from work for meetings and other committee functions** Members of the joint committee are entitled to time off from work for: (a) The time required to attend meetings of the committee, and (b) Other time that is reasonably necessary to prepare for meetings of the committee, and (c) Other time that is reasonably necessary to fulfill the other duties and functions of the committee. Time off for joint committee members to perform these duties and functions will be deemed to be time worked for the employer, and the employer will pay for that time consistent with the provisions of the Master collective agreements.

**13. Agendas and Reports of the Committee** (a) An agenda will be prepared by the co-chairs and distributed to members prior to the meeting. (b) A report of the meeting will be prepared as soon as possible after the meeting with a copy provided to the employer. (c) The employer will be responsible for sending a copy of the report of the meeting to the union if requested by any union representing workers at the workplace. (d) The employer will retain a copy of the reports for at least 2 years from the date of the joint committee meeting to which they relate. (e) The employer will be responsible for ensuring that the retained reports are readily accessible to the joint committee members, workers of the employer, officers and other persons authorized by WorkSafeBC.

**14. Posting Committee Information** The employer must promptly post and keep posted at the workplace, in a place readily accessible to employees, the following: (a) The names and work locations of the joint committee members, (b) The reports of the 3 most recent joint committee meetings, and (c) Copies of any applicable orders under this Division for the preceding 12 months.

**15. Records** The committee must keep accurate records of all matters that come before it. The committee will maintain copies of its minutes for a period of at least 2 years from the date of the joint health and safety committee meeting to which they relate.

**16. Educational Leave Entitlement** Each member of the joint committee is entitled to an annual educational leave totaling 8 hours, or a longer period if prescribed by regulation, for the purposes of attending occupational health and safety training courses. A member of the joint committee may designate another member as being entitled to take all or part of the member's educational leave. The employer must provide the educational leave without loss of pay or other benefits and must pay for, or reimburse the worker for, the costs of the training course and the reasonable costs of attending the course.

**17. Amendments** The committee's reference may be amended by vote of the committee members. Approved:

Signature of Employer Co-Chair \_\_\_\_\_ Date \_\_\_\_\_  
(Insert name of Employer Co-Chair)

Signature of Worker Co-Chair \_\_\_\_\_ Date \_\_\_\_\_  
(Insert name of Worker Co-Chair)

SAMPLE 5/3/2024



## WORKERS COMPENSATION

This notice is to be posted permanently.

### Notice to Workers (Act and Regulation)

Section 21(2)(f) of the *Workers Compensation Act* states that employers must make a copy of the Act and the Occupational Health and Safety Regulation available for review by workers. Employers must also post and keep posted a notice advising where the copy is available for review.

**At this worksite**

The *Workers Compensation Act* and the Occupational Health and Safety Regulation can be reviewed here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Act and Regulation can also be found at [worksafebc.com/searchable-regulation](http://worksafebc.com/searchable-regulation). For additional assistance, contact your supervisor or your health and safety representative.



PL29



## OCCUPATIONAL HEALTH & SAFETY

**right to Know** what hazards are present in the workplace

**right to Participate** in keeping your workplace healthy and safe

**right to Refuse** work that you believe to be dangerous to yourself or your co-workers

**CCOHS.ca**  
Canadian Centre for Occupational Health and Safety



## INJURIES AT WORK

**THIS NOTICE IS TO BE POSTED BY THE EMPLOYER IN A CONSPICUOUS PLACE**

### NOTICE TO WORKERS

**TO PREVENT INJURIES**

- Comply with the Occupational Health and Safety Regulation
- Use all safety devices and required personal protective equipment
- Where conditions appear to be dangerous, notify your supervisor or employer, your health and safety committee representative, or the nearest WorkSafeBC office.

**IF YOU ARE INJURED**

- Get first aid immediately – even for slight injuries
- Notify your employer as soon as possible, giving particulars of all injuries sustained and full details of the cause
- If you require medical attention, you may choose your own physician, chiropractor, dentist, naturopathic physician, or podiatrist
- If you intend to change your physician or practitioner while on a claim, advise WorkSafeBC

**HOW TO CLAIM COMPENSATION**

- Telling your employer and doctor that you were injured at work will help initiate your claim
- If you lost time from work beyond the day of injury, call WorkSafeBC's Teleclaim centre at 1 888 967-5377 and press 2

**FOR ASSISTANCE WITH YOUR CLAIM**

- Please call the Claims Call Centre to speak to a client service representative at 604 231-8888, or toll-free at 1 888 967-5377
- More information is available online at [WorkSafeBC.com](http://WorkSafeBC.com)



Police: \_\_\_\_\_ Hospital: \_\_\_\_\_

Ambulance: \_\_\_\_\_ Poison Control: \_\_\_\_\_

Fire Department: \_\_\_\_\_



## EMERGENCY PHONE NUMBERS

Police: \_\_\_\_\_ Hospital: \_\_\_\_\_

Ambulance: \_\_\_\_\_ Poison Control: \_\_\_\_\_

Fire Department: \_\_\_\_\_



## WORKPLACE HARASSMENT & WORKPLACE VIOLENCE

**Bullying and harassment are not tolerated**

We are committed to creating a safe and healthy workplace

