

MINIMUM WAGE

Under most circumstances, your employer is required to pay you the minimum wage.

Rates as of May 1, 2016:

General rate: \$10.75 an hour

Employees receiving tips: \$9.20 an hour

* TRAINING SHOULD BE REMUNERATED AT ALL TIMES

PAYMENT OF WAGES

The employer has **one month** to provide you with your first payment as an employee. However, following this, they must provide you with payment at a “regular interval of not over 16 days”.

If the office is closed on a scheduled payday, the payment must be given beforehand. Also, every employee must get a **pay stub** at payment, or have access to an electronic pay stub.

OVERTIME PAY CALCULATION www.cnt.gouv.qc.ca

BREAKS & WORK SCHEDULE

15-minute breaks are not mandatory, however if they are granted you should be remunerated.

30-minute meal breaks should be granted after a work period of 5 consecutive hours, without pay.

If you work for a period of **less than 3 hours**, you are entitled to an indemnity equal to 3 hours of pay.

Exceptions: if you are called in for a period of less than 3 hours and agree, or in the case of “superior force” (fire, power outage, etc.), or if you are an employee that is hired for less than 3 hours, you are not entitled to an indemnity.

OFFICIAL HOLIDAYS

You have the right to be paid for an official holiday, even if you don’t normally work on that day. If your employer requires you to work on an official holiday, you are entitled to an indemnity in addition to your regular wages or a paid day off within a certain period. If you are on vacation on an official holiday, you are entitled to either an indemnity or a paid leave.

HOLIDAY PAY CALCULATION Regular: 1/20 of wages earned during the four complete weeks of pay preceding the week of the holiday. If you receive tips, the amount of regular tips should be taken into account.

STATUTORY HOLIDAYS

- ▶ January 1st (New Year’s Day)
- ▶ Good Friday or Easter Monday (option of the employer)
- ▶ Monday preceding May 25th (Victoria Day)
- ▶ June 24th (Fête Nationale—Québec only)—if it falls on a Sunday, June 25th *Special rules apply—see us for details*
- ▶ July 1st (Canada Day)—if it falls on a Sunday, July 2nd
- ▶ 2nd Monday in October (Thanksgiving)
- ▶ December 25th (Christmas Day)

UNIFORMS/SPECIAL CLOTHING

With logo or specific shirt: this must be provided for free.

Without logo but with general requirement (e.g. black shirt): must be reimbursed.

CASHIER – IF THE CASH REGISTER IS SHORT

If someone else had access to the register during your shift, you cannot be asked to pay. If only you had access, the employer has the right to demand this from you.

IF YOU DAMAGE EMPLOYER’S PROPERTY

If you **accidentally** break something (e.g. dishes for a restaurant worker), the employer cannot demand you to pay, nor can they withhold it from your wages.

TERMINATION

Your employer must give you notice before terminating your employment (exception: contractual employees). If they do not, then you are entitled to a compensatory indemnity equal to the wages that you normally would have earned between the date when the notice was given and the date of termination.

LENGTH OF UNINTERRUPTED SERVICE & TERMINATION NOTICE REQUIRED

- ▶ 3 months to 1 year—1 week
- ▶ 1 to 5 years—2 weeks
- ▶ 5 to 10 years—4 weeks
- ▶ 10 years or more—8 weeks

WORKERS’ RIGHTS RESOURCES

Canada Labour Code | 1-800-OCANADA (622-6232)

www.hrsdc.gc.ca/eng/labour/employment_standards/index.shtml

Protects employees of banks, telecommunications (Bell, Telus, Rogers), railways, highway transport, radio and television broadcasting. Full listing on the website.

Commission des normes, de l’équité, de la santé et de la sécurité du travail | 1-844-838-0808

www.cnesst.gouv.qc.ca

Protects workers in Québec. Services include an information centre, filing a complaint, mediation and other resources. Responsible for enforcing labour laws including the act respecting labour standards in Québec, the pay equity act, and the act respecting occupational health and safety.

Employment Insurance | 1-800-206-7218

www.servicecanada.gc.ca/eng/ei/application/applying_for_benefits.shtml

Information on benefits for the replacement of wages due to layoff, sick leave or an accident other than work-related.

Commission des droits de la personne et des droits de la jeunesse

www.cdpcj.qc.ca/en/Pages/Default.aspx

Information on the Charter of Rights and Freedoms. Deals with discrimination that takes place before employment.

* **IMPORTANT** The contents of this handout are for information purposes only and do not replace the legislation, which can be found on the CNESST website (www.cnesst.gouv.qc.ca). The staff at the HOJO can inform you of your rights and application deadlines pertaining to your situation.



FINDING A JOB ON-CAMPUS

FULL-TIME STUDENTS

WORK-STUDY PERMIT

Many on-campus positions require a [Work-Study](#) permit.

General eligibility requirements

1. Registered full-time in a degree program at Concordia University during the academic session(s) in which the Work-Study position is available;
 2. In good academic standing;
 3. Canadian citizens, Permanent Residents, and U.S. students must also have applied for, and be receiving, governmental student aid.
- * You must re-apply for the authorization each academic year.

To apply for the Work Study Program

1. Log on to your MyConcordia Portal, and click on "My Student Centre" on the left side of the screen, then on "My Student Centre";
 2. In the middle of the page, under Finances/Financial Aid, click on "Apply for Bursaries or Scholarships" and choose "Concordia Aid Year 16-17"
 3. Complete Step 1: after this, the online application for the Work-Study program will be available to you under Step 3
- * Please note that the submission of an application does not guarantee employment.

WHERE CAN I FIND WORK-STUDY POSITIONS?

- ▶ www.concordia.ca/students/financial-support/work-study/job-postings.html
- ▶ www.csu.qc.ca/job-postings

ALL STUDENTS

Alumni & Advancement Office

Alumni Call Centre - call.centre.alumni@concordia.ca
Alumni Events Help - events@concordia.ca

Concordia Stores

Warehouse, customer service and cashier positions. Best to apply a month before the start of a new term. E-mail your CV and available hours to jobs@concordiastores.ca

IITS (Instructional and Information Technology Services)

Casual (non-contract) positions in IITS are posted on: classifieds.csu.qc.ca/ OR caps.concordia.ca/

Aramark - Food on Campus

General help. Contact chang-matthew@aramark.ca

Athletics

Referees, timekeepers, ticket sellers, etc. Leonida Jacinto, ljacinto@alcor.concordia.ca | 514-848-2424 ext. 3850. Apply during the summer. Send CV, must also fill out application form.

Exam Office

Invigilation positions, hires only in September & January (not available to undergraduate students). Send CV to exams.invigilators@concordia.ca or bring to Exams Office (GM-210)

Welcome Centre

Campus tour guides. Positions (when available) are posted on classifieds.csu.qc.ca

FINDING A JOB OFF-CAMPUS

IMPROVE YOUR RESUME, DEVELOP INTERVIEW SKILLS, CAREER COUNSELING, & FIND FULL-TIME WORK

Career & Planning Services (all students)

www.concordia.ca/offices/caps.html | EN-109, 2070 Mackay
514-848-2424 ext. 7345 | caps@concordia.ca

JMSB Career Management Service (JMSB students only)

www.concordia.ca/jmsb/services/career/students.html
514-848-2424 ext. 4245 | careers@jmsb.concordia.ca

CAREER RESOURCE CENTRE (COVER LETTER & CV EXAMPLES)

Student Success Centre

www.concordia.ca/students/success.html
SGW H-440 (514) 848-2424 ext. 3921

FREE & AFFORDABLE FRENCH RESOURCES

Concordia has launched an initiative called "Oui Can Help!" to help out-of-province and international students find French-language resources on campus and throughout the city. There are also plenty of online resources available to all on their website. www.concordia.ca/students/oui-can-help.html | LB-620-01
514-848-2424 ext. 3688 | ouicanhelp@concordia.ca

VOLUNTEER OPPORTUNITIES

Concordia has a volunteer centre to help match students up with compatible volunteer opportunities. These can help to build your resume: www.concordia.ca/students/volunteering/opportunities.html
H-608-1 | 514-848-2424 ext. 5578 | volunteer@concordia.ca

OTHER JOB BANKS

Advancement & Alumni Relations - Career Services for Alumni

www.concordia.ca/alumni-friends/benefits-services/career-services.html
FB-520 | 514-848-2424 ext. 4856 | alumni@concordia.ca

www.yesmontreal.ca | 666 Sherbrooke St. W., 7th floor | 514-878-9788 | info@yesmontreal.ca

www.cdec-cspmr.org | 3565 Rue Berri, Bureau 200 | 514-845-2332

www.cle-downtown.com | 1260 Saint-Catherine St. E. 514-872-2326

www.jobbank.gc.ca

www.emploi Quebec.net

www.emploi etudiant.qc.ca

CSU Off-Campus Housing & Job Bank (HOJO)

1455 de Maisonneuve West, H-260
Monday to Thursday 10-6 | Friday 11-4
Phone | 514-848-7474 ext. 7935
Fax | 514-848-7450
csu.qc.ca | hojo.csu.qc.ca

