

## Employment Standards Code Changes

Alberta's workplaces have evolved since the *Employment Standards Code* was last updated in 1988. A series of changes to the Code have been passed to support family-friendly workplaces, modernize decades-old legislation, and align the minimum employment standards with the rest of Canada.

As part of Bill 17: *The Fair and Family-friendly Workplaces Act*, the following changes will come into effect on January 1, 2018.

Changes to Existing Laws	Action Required
<b>Leave eligibility</b>	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Manager training</li> </ul>
<b>Compassionate Care Leave</b>	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Manager training</li> </ul>
<b>Maternity / Parental Leave</b>	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Manager training</li> </ul>
<b>Rest Periods</b>	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Manager training</li> </ul>
<b>Compressed Work Weeks / Averaging Agreements</b>	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Payroll</li> <li>• HRIS</li> <li>• Manager training</li> <li>• Employee training</li> <li>• Agreements</li> </ul>
<b>Deductions</b>	<ul style="list-style-type: none"> <li>• Payroll</li> <li>• HRIS</li> <li>• Manager training</li> </ul>
<b>Minimum Wage (effective Oct. 1, 2017)</b>	<ul style="list-style-type: none"> <li>• Payroll</li> <li>• HRIS</li> <li>• Manager training</li> </ul>
<b>Overtime</b>	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Payroll</li> <li>• HRIS</li> <li>• Manager training</li> <li>• Employee training</li> <li>• Agreements</li> </ul>
<b>General Holiday and General Holiday Pay</b>	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Payroll</li> <li>• HRIS</li> <li>• Manager training</li> <li>• Employee training</li> </ul>
<b>Vacations and Vacation Pay</b>	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Payroll</li> <li>• HRIS</li> <li>• Manager training</li> <li>• Employee training</li> </ul>
<b>Termination and Temporary Layoffs</b>	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Manager training</li> <li>• Payroll</li> <li>• Termination documents</li> </ul>
<b>Youth Employment</b>	<ul style="list-style-type: none"> <li>• Manager training</li> </ul>

Additions to Existing Laws	Action Required
<b>Leaves</b> <ul style="list-style-type: none"> <li>• Personal and Family Responsibility Leave</li> <li>• Long-Term Illness and Injury Leave</li> <li>• Bereavement Leave</li> <li>• Domestic Violence Leave</li> <li>• Citizenship Ceremony Leave</li> <li>• Critical Illness of a Child Leave</li> <li>• Death or disappearance of a Child Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Payroll</li> <li>• Manager Training</li> </ul>

### Enforcement & Administration

- A new administrative penalty system will be implemented
- 2 years to commence prosecution
- The permitting process will be streamlined
- Permits replaced with regulations
- Employment Standards Officers given the authority to direct employers to conduct self-audits in a form prescribed by the Ministry
- Clarifications around time periods for the recovery of earnings and a broader range of entitlements
- Labour Relations Board allowed to hear appeals

Source: Alberta Employment Standards <https://www.alberta.ca/employment-standards-changes.aspx>

## Need some support? We can help.

We'd love to talk with you and identify areas you may need to address or improve to bring your HR policies and practices into compliance, and prepare your business and team for the new legislated changes.

Depending on your needs, Salopek offers various levels of support, tools, and resources to assist you in ensuring your people practices and processes are legislatively compliant.

### ✓ HR Compliance Audit & Action Plan

- A thorough review of your organization's HR function, including policies and people practices will be conducted, providing feedback on any gaps in compliance with legislation, employment standards and best practices. An action plan will be provided that outlines the necessary steps your organization must take to achieve compliance.

### ✓ HR Policy Manual Review & Update

- A thorough review of your organization's HR policy manual will be conducted including an assessment of any gaps to ensure compliance with provincial legislation and best practices. New policies will be developed to address new job protected leaves; revisions to existing policies will be made to bring them into alignment with new legislative requirements; and policies that are out of date with respect to current company practices will be updated and/or added.

### ✓ New Policy Update

- Your HR policy manual will be updated with revisions to existing policies to bring them into alignment with new legislative requirements and new policies will be added to address the new job protected leaves.

### ✓ Policy Templates and Summary of Legislation Changes

- A complete package of policy templates to address the new job protected leaves and a summary of legislation changes.
- All policy templates can be purchased on the Salopek website HR E-Store as of Nov. 15<sup>th</sup>, 2017.
- Policies can be purchased individually or bundled.

### ✓ Manager & Employee Training

- Overview of new legislation and updated policies and processes in the workplace.

[Contact Salopek & Associates.](#)