

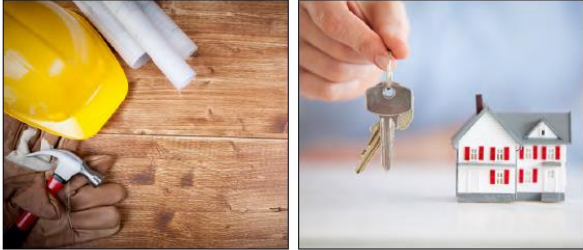


Learning about the Law: Working in BC

CLB 7-8 Instructional Package

2013


Learning about the Law:



Working in BC Renting a Home

This booklet will help you understand the laws that may affect you at work and at home.

It focuses on how the law protects you when you are working and when you are a tenant or a landlord.

 PEOPLE'S LAW SCHOOL THIS BOOKLET PROVIDES PUBLIC LEGAL INFORMATION ONLY. IF YOU NEED LEGAL ADVICE YOU SHOULD CONTACT A LEGAL PROFESSIONAL. **FREE**

Lesson Plan: Working in BC (CLB 7-8)

CLB Outcomes

 **CLB 8-IV: Comprehending Information**

Understand extended monologue or presentation on topics that are generally familiar and related to general knowledge or technical/work-related issues in own field.

 **CLB 7-II: Giving Instructions**

Give instructions and directions for technical and non-technical tasks, procedures and processes.

 **CLB 8-IV: Comprehending Information**

Access, locate and integrate several pieces of information from relevant online reference sources.

Content Outcomes

- Understand how laws may affect you at work
- Identify specific laws that protect you when you are working
- Identify where to get more information about the rights and responsibilities of employers and employees

Resources

- People's Law School (PLS) Booklet, *Learning about the Law: Working in BC (2013)*, p. 3 - 10.
- PLS worksheets, "Learning about the law: Working in BC"
- Computer lab (optional)

External Resources and Referrals

- For more information on employment laws, visit www.labour.gov.bc.ca.
- For more information on discrimination in the workplace, visit www.justiceeducation.ca.

Assessment Plan and Tools

- Self-assessment checklist

Sample Lesson Plan

Time	Sample Tasks	Expected Outcome	Resources
10'	<p>Warm up</p> <ul style="list-style-type: none"> In small groups, students talk about what they know about employment laws in Canada, using the topics in the organizer as a guide Students discuss and compare laws in their own countries related to employment law 	Activate prior knowledge	PLS Worksheet: Get Ready!
15'	<p>Pre-read</p> <ul style="list-style-type: none"> Individually, students fill in the first column and second column In small groups, students discuss their notes in the second column and add to the list if they wish Let students know that they will fill in the final column at the end of the lesson 	Prepare for reading Generate interest	PLS Worksheet: Prepare and Review!
20'	<p>Predict and read</p> <ul style="list-style-type: none"> In pairs, students complete the multiple-choice questions as a pre-reading task When finished, students scan for the correct answers in the PLS booklet discuss their answers 	Understand more about BC laws that affect workers Identify specific laws that protect you at work	PLS Worksheet: Read and Comprehend! <i>Working in BC</i> , p.3-10.
20'	<p>Listen and discuss</p> <ul style="list-style-type: none"> Students discuss what they know about the Employment Standards Branch Students predict what they will hear by checking off Yes or No on the list of items according to what the Employment Standards Branch addresses or provides help with Student watch the video to check their answers 	Listen for details Identify where to get more information about rights and responsibilities of employers and employees	PLS Worksheet: Listen and Check!

Time	Sample Tasks	Expected Outcome	Resources
	<ul style="list-style-type: none"> Students watch the video a second time in order to identify where to get help with the items for which the Employment Standards Branch does not provide assistance 		Computer lab http://www.labour.gov.bc.ca/esb/videos/welcome.htm
30'	<p>Research and present</p> <ul style="list-style-type: none"> Students work with a partner Assign each pair one situation Pairs research the Employment Standards Branch website factsheets in order to create a flow chart or graphic organizer of the information Students prepare mini oral presentations of the information in order to provide instructions to the class for the situation they researched 	Identify where to get more information about employment standards Understand moderately complex extended descriptions Access and locate online information for a specific purpose Present instructions for how to address certain workplace issues	PLS Worksheet: Giving Instructions Computer lab http://www.labour.gov.bc.ca/esb/factsheets/welcome.htm
25'	<p>Choose and write</p> <ul style="list-style-type: none"> Students choose one task Students research the PLS booklet and the Employment Standards Branch website in order to complete the task Students present their writing tasks to a partner or hand in for feedback 	Understand how BC laws may affect you at work Write an appropriate formatted text	PLS Worksheet: Write! <i>Working in BC</i> , p. 3 – 10. Computer lab http://www.labour.gov.bc.ca/esb/welcome.htm
30'	<p>Find out more!</p> <ul style="list-style-type: none"> Students find out more information about human rights in the workplace and when renting a home 	Define human rights Identify basic human rights laws in BC in the workplace and when renting a home	PLS Worksheet: Find out more! Computer lab www.justiceeducation.ca/resources/human-rights-in-bc

Time	Sample Tasks	Expected Outcome	Resources
15'	<p>Review</p> <ul style="list-style-type: none"> Have the students go back to their worksheet and fill in the final column of the KWL chart as a review of what they learned in today's class Go around and elicit one or two points from each student about what they learned in regards to rights and responsibilities 	Review and reflect on what was learned in class	PLS Worksheet: Prepare and Review!
20'	<p>Speed read or review</p> <ul style="list-style-type: none"> Use the list of questions as a way to review or have the students find the information <p><i>Teaching Ideas:</i></p> <ul style="list-style-type: none"> Option 1: Do a speed reading competition by asking a question and having the students race to find the answers in the PLS booklet Option 2: Do a review but using the questions in a Family Feud or Jeopardy game 	<p>Review and comprehend content related to employment laws</p> <p>Skim and scan to find information</p>	PLS Worksheet: Game Time!
10'	<p>Self-Assessment</p> <ul style="list-style-type: none"> Allow students to fill out self-assessment form on their own 	Self-assessment	PLS Worksheet: What did you learn?

Get Ready!

In your group, discuss what you know about working in Canada. Look at the topics below. Share about what you know about employment laws in your own country.

Rights and Responsibilities



Employer

Employee

Hours of Work

Employment Insurance

**EMPLOYMENT
STANDARDS BRANCH**

Losing Your Job

Discrimination

Prepare and Review!

In the chart, write down what you already know about legal rights and responsibilities (hours of work, employment insurance, discrimination, losing your job) in the first column. Next, with your group, discuss what you would like to know more about and write it down in the second column. Leave the last column blank.

What I know	What I want to know more about	What I learned

Read and Comprehend!

Work with a partner to guess and circle the best answer. Skim the PLS booklet, p.3-10 to check your answers.

1. The Employment Standards Act and Regulations set minimum standards for working conditions in most workplaces in British Columbia and governs
 - a. certain aspects of hiring; the minimum wage rate; and hours of work and overtime.
 - b. statutory holidays; certain leaves of absence; and annual vacation (and pay), and extended medical and dental benefits.
 - c. a and b
 - d. none of the above

2. The minimum wage in BC is
 - a. \$9.00/hr. for all workers.
 - b. the same as the rest of Canada.
 - c. applicable only if you work full time.
 - d. none of the above

3. Your employer must pay you overtime if you work
 - a. more than 7.5 regular hours in a day.
 - b. more than 40 regular hours in one week.
 - c. 10 hours in a day with an averaging agreement.
 - d. none of the above

4. Double time is
 - a. when you work two shifts back to back.
 - b. when your employer must pay two times your regular pay for each hour you work after 10 hours.
 - c. when your employer must pay two times your regular pay for each hour you work after 12 hours.
 - d. none of the above

5. Your employer must give you a break of at least 30 minutes after _____ hours of work.
 - a. 3
 - b. 4
 - c. 5
 - d. None of the above

6. The following days are statutory holidays in BC:
 - a. Family Day, Good Friday, and Thanksgiving
 - b. New Year's Day, Easter Sunday, and Canada Day
 - c. Boxing Day, BC Day, and Remembrance Day
 - d. Victoria Day, Easter Monday, and Christmas Day

7. Your employer has to give you at least two weeks paid vacation
 - a. within your first 12 months of employment.
 - b. after your first 12 months of employment.
 - c. after you have worked five years or more for the same employer.
 - d. Your employer does not have to give you paid vacations at all.

8. When there is termination of employment, an employee may be eligible for
 - a. one weeks' pay after 12 consecutive months of employment.
 - b. two weeks' pay after 12 consecutive months of employment.
 - c. three weeks' pay after 12 consecutive months of employment.
 - d. The employer is not required to pay any compensation at all.

9. In order to collect Employment Insurance,
 - a. you must have worked a certain number of weeks and qualify under one of the several types of EI benefits.
 - b. you must have been paying into the program prior to applying for EI benefits.
 - c. both a and b
 - d. none of the above

10. An employer can fire you if
 - a. you are repeatedly late.
 - b. you had injured yourself on the job and now cannot fully do the job you were doing prior to the injury.
 - c. both a and b
 - d. none of the above

Listen and Check!

Before you watch the video, work with a partner to discuss what you know about what the Employment Standards Branch provides.

1. Look at the list below and check off **YES** for all of the items for which you think the Employment Standards Branch provides assistance.
2. Listen to the video to check your answers.
3. Listen a second time. For all of the **NOs**, write down where you can go to find help with those items.

Video: **Overview of Employment Standards**

Branch <http://www.labour.gov.bc.ca/esb/videos/welcome.htm>

YES	NO	Employment Standards Branch	Where should you look for help?
		work place standards	
		hours of work	
		minimum wage	
		overtime	
		breaks	
		statutory holidays	
		licences	
		free assistance for questions about rights and responsibilities	
		resolves workplace disputes	
		assists unionized workers	
		assists workers in federally regulated sectors (banks, airlines, trucking, etc.)	
		questions about Employment Insurance (EI) or T4 slips	
		wrongful dismissal	
		human rights issues	
		workplace injuries	

Give Instructions!

Your teacher will assign you and your partner one of the situations below. Go to the Employment Standards Branch website at <http://www.labour.gov.bc.ca/esb/facshts/welcome.htm>.

Use the Employment Standards Branch factsheets to research and help you solve the problem. To help you organize your information, create a visual (i.e. flow chart) of your instructions.

1. Read the situation with your partner.

2. Find factsheet on the Employment Standards Branch website.

3. Create a flow chart or graphic organizer to help you understand the factsheet.

4. Present your flow chart or graphic organizer to your classmates.

Situation 1: You want to take a compassionate care leave to care for critically ill family member

Situation 2: You want to file a complaint

Situation 3:

You are a parent and your 14 year old son wants to get a job. What should you do?

Write!

Work with a partner. Choose one of the tasks below. Research the PLS booklet and the Employment Standards Branch website <http://www.labour.gov.bc.ca/esb/welcome.htm> in order to complete the task.

Task 1: Compassionate care leave

- a) Write a letter to your employer asking for compassionate care leave.
- b) Write a note a condolence card for a co-worker who has lost a family member.

Task 2: Filing complaints

- a) In three to four paragraphs describe a time you or a person you know had problems with an employer.
- b) Fill out a Complaint Form.

Task 3: Young people and employment

- a) Make a list of questions you would ask your child's potential employer and role play.
- b) Write an inquiry letter to your child's potential employer and request a meeting.

Find out More!

How do you define discrimination? Write your definition below.

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Visit the Justice Education Society in BC website at www.justiceeducation.ca/resources/human-rights-in-bc. Choose one video and record what you learn about discrimination in this particular area.

Part 1: Human Rights in Canada: An overview for newcomers

Part 2: Discrimination in the Workplace

Part 3: Discrimination and Renting

Part 4: Pregnant? You Have Rights

Part 5: Making a Human Rights Complaint

Game Time!

Use the following questions based on *Learning about the Law: Working in BC, 2013* to play a game with two or more teams.

Questions	Answers
1. What sets the minimum standards for working conditions in most BC workplaces?	The Employment Standards Act and Regulations.
2. Which occupation(s) does the Act exclude?	Veterinarians, lawyers, babysitters and students if they are working at their own school for the school board, or in a work study, work experience or an occupational study class.
3. Where can you get information about the Employment Standards Act?	Employment Standards Branch www.labour.gov.bc.ca
4. What is the minimum wage in BC?	10.25/hr (2013)
5. Who receives a minimum wage of \$9.00/hr?	Liquor servers (2013)
6. When must an employer pay overtime?	After 8 hours of work in a day or more than 40 regular hours in one week (unless you have an averaging agreement)
7. What is a “time bank”?	When your overtime entitlement is save up and paid out at a later date.
8. If you continue to work after 8 hours in a day, how much must the employer pay?	One and a half times your regular pay for each hour you work after eight hours
9. When must your employer pay you two times your regular pay?	For each hour you work after 12 hours
10. If you go to work as scheduled by your employer and if finished in one hour, how much must your employer pay you?	Your employer must pay you at least two hours at your regular wage.
11. How long can you work without a break?	5 hours
12. Are employers required to provide coffee breaks?	No
13. How many statutory holidays does BC have?	10
14. Name the statutory holidays in BC.	New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day
15. You work 14 of the 30 days before a statutory holiday. Will you get paid for the statutory holiday?	No. You must have worked at least 15 of the 30 days before the statutory holiday.

16. How many weeks of paid vacation does an employer have to give each year?	2 weeks first 4 years, 3 weeks after 5 years
17. If you work for an employer for less than 3 months, does the employer have to give you notice or compensation?	No
18. What must the employer do if he/she lets you go after 3 months?	Tell you in writing up to 8 weeks before or pay you compensation
19. You have been laid off for 12 weeks. Has your employment ended?	No. Your employment ends when the layoff lasts longer than 13 weeks in a 20 week period. At that time the employer must give you compensation.
20. When can employees lose their job without notice or compensation?	When there is bad behaviour such as stealing from the employer or harassing another employee
21. When you quit your job does the Employment Standards Act require you to give your employer two weeks' notice?	No. But it would be a good idea to give plenty of notice especially if you want a good reference.
22. What will affect your eligibility to receive EI benefits?	If you quit your job, or if you are fired for misconduct
23. How long is pregnancy leave?	17 weeks
24. How long is parental leave?	35 weeks are available to eligible parents*
25. How long is Family responsibility leave?	An employee is entitled to up to 5 days of unpaid leave during each employment year
26. What is Bereavement leave?	Up to 3 days of unpaid leave on the death of a member of the employee's immediate family
27. You have worked for a full year and now your job is being terminated. What compensation must your employer pay you?	Two week's pay unless the employer has given you two weeks or more advance written notice of termination
28. What is a union?	A group of employees who join together to negotiate wages and working conditions with the employer
29. What program helps workers who are injured or get sick because of their work?	Workers' Compensation, a program run by WorkSafeBC
30. What is Employment Insurance (EI)?	A federal government insurance program that all workers and employers pay into.
31. If you have an appointment with Service Canada about your EI application, what should you bring with you?	<ul style="list-style-type: none"> • Social insurance card and proof of your immigration status • A second piece of identification with photo (e.g. passport or driver's licence) • Your Record of Employment (ROE) from every place you worked in the last 12 months

32. What kinds of discrimination are there?	Gender, age, race, religion, birthplace, sexual orientation, marital or family status, mental or physical disability
33. You feel you have been a victim of discrimination. Where do you file a complaint?	The BC Human Rights Tribunal www.bchrt.bc.ca

*Source Canada.gc.ca

What did you learn?

Fill this out on your own.

	Yes, I can do this on my own.	I need to review this.	I can't do this yet.
I can identify Employment Standard laws that protect employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can explain the rights and responsibilities of employers and employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can identify discrimination and human rights when looking for work and in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can give instructions on how to file a human rights complaint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can find more information on my own about Employment Standard laws and my rights in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What I will do to continue my language learning (reading, writing, listening or speaking)

-
-
-

Read and Comprehend!

ANSWER KEY

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✓		hours of work	
✓		minimum wage	
✓		overtime	
✓		breaks	
✓		statutory holidays	
✓		provide licences	
✓		free assistance for questions about rights and responsibilities	
✓		resolve workplace disputes	
	✓	assistance for union workers	contact your union representative
	✓	assistance for workers in federally regulated sectors (banks, airlines, trucking, etc.)	human resource and skills development Canada www.hrsdc.gc.ca
	✓	questions about Employment Insurance (EI) or T4 slips	Service Canada www.servicecanada.gc.ca
	✓	wrongful dismissal	seek legal advice
	✓	human rights issues	Human Rights Tribunal www.bchrt.bc.ca
	✓	workplace injuries	Worksafe BC www.worksafebc.com