
8. Employment Insurance (EI or Unemployment Insurance)

Employment Insurance provides income if you lose a job due to shortage of work, seasonal or mass lay-offs, or any other reason out of your control. You may be able to receive EI if you can't find a job but are available for work and able to work. EI will usually pay wages for 420-700 hours over a year.

All you need is a SIN or PR card and it is free to apply

For more information contact:
Your local **Service Canada Centre**
Ph. 1-800-206-7218 (Toll Free)

9. Canada Pension Plan (CPP)

The Canada Pension Plan provides income in the event of retirement, disability, and death. Most people in Canada who are over the age of 18 and earn a salary must pay into the Canada Pension Plan. The amount you pay is based on your salary.

For more information contact:
Your local **Service Canada Centre**
Ph. 1-800-277-9914 (Toll Free)

10. Income Tax

Anyone who lives in Canada, including permanent residents and landed immigrants must report all income and pay the correct amount of taxes according to Canadian law. Income tax allows you to claim deductions, refunds, tax credits, and ensures eligibility for government programs and services.

For more information contact:
Your local **Canada Revenue Agency**
Ph. 1-800-959-8281 (Toll Free)

**Contact your Employment Counsellor
if you have any questions**

Working in Saskatchewan: 10 Things Newcomers Should Know



Saskatoon Open Door Society EMPLOYMENT SERVICES

1. Social Insurance Number (SIN)

All Canadian citizens, newcomers and temporary residents who are eligible to work in Canada must have a SIN/PR Card in order to receive the benefits and services of government programs. There is no cost to apply.

For more information contact:
Citizenship & Immigration Canada

2. Saskatchewan Employment Standards & Regulations

You are entitled to certain standards:

- Guaranteed pay of \$8.25 per hour (minimum wage)
- Overtime pay
- Maternity/Pregnancy/Parental Leave
- Vacation Pay
- Statutory Holidays
- Notice of Termination from your Employer

For more information contact:
Labour Standards Branch, Saskatchewan Labour
Ph. 1-800-667-1783 (Toll Free)

3. Occupational Health & Safety

Occupational Health & Safety helps to prevent and reduce on-the-job accidents and illnesses.

Your three fundamental rights in the workplace are:

1. The right to know about danger
2. The right to participate in making your workplace safe
3. The right to refuse unsafe work

For more information contact:

The Saskatchewan Worker's Compensation Board

Ph. 1-800-667-7590 (Toll Free)

4. Minimum Wage

The minimum wage is the lowest wage rate that an employer can pay you if you are legally entitled to work in Canada. The following is the minimum wage in Saskatchewan:

January 1, 2008 - \$8.25 per hour

May 1, 2008 - \$8.60 per hour

May 1, 2009 - \$9.25 per hour

For more information contact:

Labour Standards Branch, Saskatchewan Labour

Ph. 1-800-667-1783 (Toll Free)

5. Worker's Compensation (WCB)

Workers' compensation is a system that protects you and your employers against problems resulting from work injuries. Work injuries include injuries that occur while on company business, injuries needing medical attention and injuries requiring time away from work

If you are hurt or injured at work, you have a responsibility to:

- See a doctor immediately
- Get a note from your doctor and give a copy to your employer
- Report your injury to the WCB and fill out the WCB forms
- Stay in touch with your employer and WCB representative

For more information contact

The Saskatchewan Worker's Compensation Board

Ph. 1-800-667-7590 (Toll Free)

6. Saskatchewan Employment Supplement (SES)

The SES is extra money for low-income families. The supplement helps you until you make enough money to meet your family's needs.

To be eligible you must have a SIN /PR, a Health Card, have children under the age of 18 and be making more than \$125.00 in wages.

For more information contact:

The Saskatchewan Employment Supplement

Ph.1-877-696-7546 (Toll Free)

7. Quitting a Job

In Saskatchewan, you are not required to notify your employer before resigning, *unless specified by an employment contract*. Out of courtesy, you should give your employer reasonable notice.

Depending on how long you have been working, Labour Standards require your employer to give you at least 14 days notice before termination.

If you resign or are fired or laid off your employer must:

- Issue a Record of Employment (ROE) form for Employment Insurance on the last day of work
- Issue a termination letter that outlines the terms and condition of termination
- Pay all outstanding wages, holiday pay, and severance pay within 14 days of your last working day

For more information contact:

Labour Standards Branch, Saskatchewan Labour

Ph. 1-800-667-1783 (Toll Free)