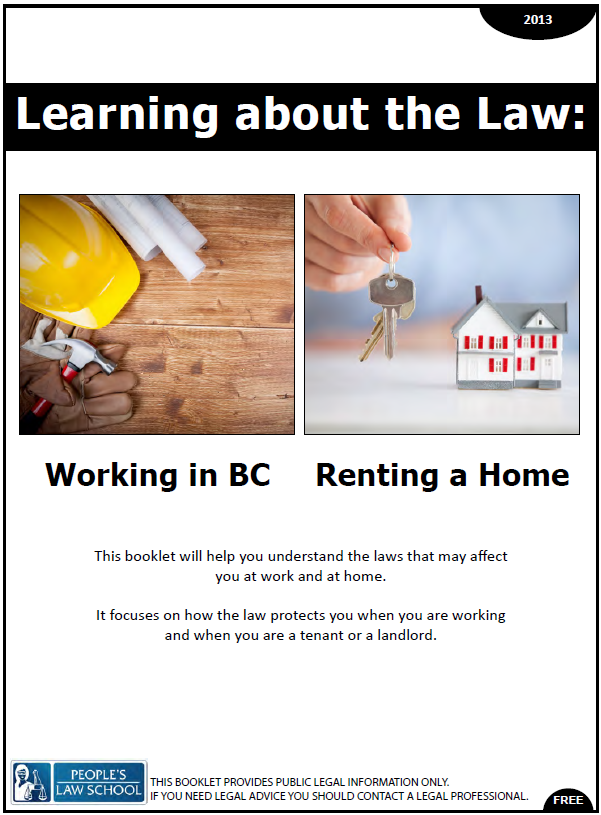


**Learning about the Law:**

**Working in BC**

**CLB 7-8 Instructional Package**



**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](http://www.labour.gov.bc.ca).
* For more information on discrimination in the workplace, visit [www.justiceeducation.ca](http://www.justiceeducation.ca).

**Assessment Plan and Tools**

* Self-assessment checklist

**Sample Lesson Plan**

| **Time** | **Sample Tasks** | **Expected Outcome** | **Resources** |
| --- | --- | --- | --- |
| 10’ | **Warm up**   * 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’ | **Pre-read**   * 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’ | **Predict and read**   * 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!**  *Working in BC,* p.3-10*.* |
| 20’ | **Listen and discuss**   * 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 * 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 | Listen for details  Identify where to get more information about rights and responsibilities of employers and employees | PLS Worksheet:  **Listen and Check!**  Computer lab  <http://www.labour.gov.bc.ca/esb/videos/welcome.htm> |
| 30’ | **Research and present**   * 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/facshts/welcome.htm> |
| 25’ | **Choose and write**   * 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!**  *Working in BC,*  p. 3 – 10.  Computer lab  <http://www.labour.gov.bc.ca/esb/welcome.htm> |
| 30’ | **Find out more!**   * 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](http://www.justiceeducation.ca/resources/human-rights-in-bc) |
| 15’ | **Review**   * 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’ | **Speed read or review**   * Use the list of questions as a way to review or have the students find the information   *Teaching Ideas:*   * **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 | Review and comprehend content related to employment laws  Skim and scan to find information | PLS Worksheet: **Game Time!** |
| 10’ | **Self-Assessment**   * 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**

**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
2. certain aspects of hiring; the minimum wage rate; and hours of work and overtime.
3. statutory holidays; certain leaves of absence; and annual vacation (and pay), and extended medical and dental benefits.
4. a and b
5. none of the above
6. The minimum wage in BC is
7. $9.00/hr. for all workers.
8. the same as the rest of Canada.
9. applicable only if you work full time.
10. none of the above
11. Your employer must pay you overtime if you work
12. more than 7.5 regular hours in a day.
13. more than 40 regular hours in one week.
14. 10 hours in a day with an averaging agreement.
15. none of the above
16. Double time is
17. when you work two shifts back to back.
18. when your employer must pay two times your regular pay for each hour you work after 10 hours.
19. when your employer must pay two times your regular pay for each hour you work after 12 hours.
20. none of the above
21. Your employer must give you a break of at least 30 minutes after \_\_\_\_\_\_\_\_ hours of work.
22. 3
23. 4
24. 5
25. None of the above
26. The following days are statutory holidays in BC:
27. Family Day, Good Friday, and Thanksgiving
28. New Year’s Day, Easter Sunday, and Canada Day
29. Boxing Day, BC Day, and Remembrance Day
30. Victoria Day, Easter Monday, and Christmas Day
31. Your employer has to give you at least two weeks paid vacation
32. within your first 12 months of employment.
33. after your first 12 months of employment.
34. after you have worked five years or more for the same employer.
35. Your employer does not have to give you paid vacations at all.
36. When there is termination of employment, an employee may be eligible for
37. one weeks’ pay after 12 consecutive months of employment.
38. two weeks’ pay after 12 consecutive months of employment.
39. three weeks’ pay after 12 consecutive months of employment.
40. The employer is not required to pay any compensation at all.
41. In order to collect Employment Insurance,
42. you must have worked a certain number of weeks and qualify under one of the several types of EI benefits.
43. you must have been paying into the program prior to applying for EI benefits.
44. both a and b
45. none of the above
46. An employer can fire you if
47. you are repeatedly late.
48. you had injured yourself on the job and now cannot fully do the job you were doing prior to the injury.
49. both a and b
50. 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**](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.

**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**

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

**Task 2: Filing complaints**

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

**Task 3: Young people and employment**

1. Make a list of questions you would ask your child’s potential employer and role play.
2. 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.

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

**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. |
| 1. 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. |
| 1. Where can you get information about the Employment Standards Act? | Employment Standards Branch  [www.labour.bov.bc.ca](http://www.labour.bov.bc.ca)[www.gov.bc.ca](http://www.gov.bc.ca) |
| 1. What is the minimum wage in BC? | 10.25/hr (2013) |
| 1. Who receives a minimum wage of $9.00/hr? | Liquor servers (2013) |
| 1. 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) |
| 1. What is a “time bank”? | When your overtime entitlement is save up and paid out at a later date. |
| 1. 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 |
| 1. When must your employer pay you two times your regular pay? | For each hour you work after 12 hours |
| 1. 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. |
| 1. How long can you work without a break? | 5 hours |
| 1. Are employers required to provide coffee breaks? | No |
| 1. How many statutory holidays does BC have? | 10 |
| 1. 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 |
| 1. 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. |
| 1. How many weeks of paid vacation does an employer have to give each year? | 2 weeks first 4 years, 3 weeks after 5 years |
| 1. If you work for an employer for less than 3 months, does the employer have to give you notice or compensation? | No |
| 1. 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 |
| 1. 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. |
| 1. 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 |
| 1. 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. |
| 1. What will affect your eligibility to receive EI benefits? | If you quit your job, or if you are fired for misconduct |
| 1. How long is pregnancy leave? | 17 weeks |
| 1. How long is parental leave? | 35 weeks are available to eligible parents\* |
| 1. How long is Family responsibility leave? | An employee is entitled to up to 5 days of unpaid leave during each employment year |
| 1. What is Bereavement leave? | Up to 3 days of unpaid leave on the death of a member of the employee’s immediate family |
| 1. 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 |
| 1. What is a union? | A group of employees who join together to negotiate wages and working conditions with the employer |
| 1. What program helps workers who are injured or get sick because of their work? | Workers’ Compensation, a program run by WorkSafeBC |
| 1. What is Employment Insurance (EI)? | A federal government insurance program that all workers and employers pay into. |
| 1. If you have an appointment with Service Canada about your EI application, what should you bring with you? | * 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 |
| 1. What kinds of discrimination are there? | Gender, age, race, religion, birthplace, sexual orientation, marital or family status, mental or physical disability |
| 1. You feel you have been a victim of discrimination. Where do you file a complaint? | The BC Human Rights Tribunal  [www.bchrt.bc.ca](file:///C:\Users\ed\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\NI7YESNH\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 |  |  |  |
| I can explain the rights and responsibilities of employers and employees |  |  |  |
| I can identify discrimination and human rights when looking for work and in the workplace |  |  |  |
| I can give instructions on how to file a human rights complaint |  |  |  |
| I can find more information on my own about Employment Standard laws and my rights in the workplace |  |  |  |

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

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•

•

**Read and Comprehend!**

ANSWER KEY

1. The Employment Standards Act and Regulations set minimum standards for working conditions in most workplaces in British Columbia and governs
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3. statutory holidays; certain leaves of absence; and annual vacation (and pay), and extended medical and dental benefits.
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44. **both a and b**
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46. An employer can fire you if
47. **you are repeatedly late.**
48. you had injured yourself on the job and now cannot fully do the job you were doing prior to the injury.
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**Listen and Check!**

ANSWER KEY

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|  |  |  |  |
| --- | --- | --- | --- |
| **YES** | **NO** | **Employment Standards Branch** | **Where should you look for help?** |
|  |  | work place standards |  |
|  |  | 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 |