

LifeWorks

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UNIT 4

JOB SEEKING, JOB MAINTENANCE



JobBank
Canada.com

WORK PACKAGE 10

TUESDAY MAY 19TH

Lifeworks tasks:

Today we jump into Unit 4 where we look at jobs, the labour market, safe working skills, how to find a job, and how to write resumes and cover letters. This Unit will take us to the end of the year.

Today we will be looking at lessons that share information about working safely, the Manitoba Employment Standards, and searching for jobs with the “Canada Job Bank!”

Normally there would be a lesson for each topic which would lead to numerous lessons sharing useful information. Going forward I will try to condense the learning outcomes into fewer informational lessons to keep it simple. Assignments will still follow intermittently but will not be so closely tied to the lessons in Unit 4.

Unit 4 Lesson 1,2,3 Package: “Workplace Health and Safety Regulations” , the “Manitoba Employment Standards” and the “Canada Job Bank”:

Lesson 1 focusses on the rights of employees in Manitoba to safe work practices and to being properly trained with the proper skills for specific and sometimes dangerous jobs.

Lesson 2 focusses on the “Manitoba Employment Standards” which protect the rights of workers when it comes to ages of people that can work, wages earned, and hours that can be worked in specific time periods.

Lesson 3 focusses on the Canada Job Bank and how it can help you to find jobs relative to your location, or to the specific qualifications you may have. If you have internet access, go on the Job Bank website, and look up jobs, where they are and how much they pay!

There is no assignment specific to the Safe work notes, or the Employment standards notes, and there is no assignment yet attached to the Job Bank notes. Because I have given you two weeks to complete the Post-Secondary Research Project, I am assigning no new work this week, however you are strongly encouraged this week to explore and navigate the Canada Job Bank website to familiarize yourself with it. That will be helpful for next week. Next week and the week after its Resumé writing and Cover letter Writing with an assignment to follow those subjects.

Assignment 2 Post Secondary Research Project: (**last work package**)
 You have another week left to possibly complete this assignment.

<u>Lesson #</u>	<u>Possible dates for completion</u>
<u>Last week and this week</u>	
Assignment 2 <u>Post-Secondary Research Project</u>	26 May
<u>This week</u>	
<u>Unit 4 Lesson 1,2,3 Package</u>	26 May

Instructions

- Lesson 1,2,3 Package: Read through the notes about safety at work, workers' rights and the Canada Job Bank and get familiar with your rights as a worker and how you can seek out jobs in your area.
- Continue working on "Assignment 2: **Post-Secondary Research Project**". The instructions are in the "Assignment 2 package" and are fairly simple to follow. Use the rubric as a checklist to guide you through the process.

Remember!

As you continue to work through these work packages, please keep your notes at home!

Please remember to put your full name, First and Last name on assignments. Thank you.

If you have any trouble completing this assignment don't hesitate to contact me.

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Workplace Health and Safety Tips



LESSON 1

WORKPLACE HEALTH AND SAFETY REGULATIONS

UNIT 4

Workplace Safety and Health Regulations



All workplaces in Canada are required to maintain workplace safety and health standards or policies.

Understanding workplace health and safety will allow you to identify potential hazards and avoid serious injuries while you are working.

Employers and employees have obligations to follow SAFE work Practices every day in the workplace.

The acronym SAFE from the Workers compensation board of Manitoba stands for tech following:

S: = Spot the hazard

A: = Assess the risk

F: = Find a safer way

E: = Everyday

In Canada, Employees in every province should know the following three basic rights (referred to as the three "R"s before they get injured or become ill in the workplace.

- R= **the right to know** (employees have the right to know if the workplace is safe.
- R= **the right to participate** (employees have the right to participate in workplace safety and health) (on committees)
- R= **the right to refuse unsafe work** (employees have the right to refuse unsafe or unhealthy work)

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LESSON 2

MANITOBA EMPLOYMENT STANDARDS

Labour Unions and professional Organizations

Labour Unions and professional Organizations are formed by groups of organized workers who join together to achieve common goals in the areas of wages and benefits, hours, overtime, holidays, safe and healthy working conditions, fair treatment of all employees (no discrimination, no prejudice, no harassment, no bullying) and so on. In the late 1800's, labour unions were formed because Canadian workers had to face terrible working conditions such as unhealthy or unsafe working conditions, no benefits, long hours, few holidays, and minimal rights in the workplace. More labour unions are found in public (government) sector and less in the private sector. Some examples of labour unions and professional organizations in Manitoba are MGEU (Manitoba Government and General Employees Union), UFCW (United Food and Commercial Workers) MTS (Manitoba Teachers Society), MARN (Manitoba Association of Registered Nurses), and CUPE (Canadian Union of Public Employees).

Because there are workplace safety and health policies, procedures, and practices-and because the workplace has also become a much better place-the role of labour unions has changed.

Labour unions today are focused on the following four areas:

- a. **Raising minimum wage for workers**
- b. **Increasing the safety of workers (zero tolerance for any kind of abuse pertaining to areas such as safety, health, discrimination, prejudice, harassment, bullying, etc.)**
- c. **Providing optimal health to the workforce (reducing stress, offering flexible hours, contract work, etc.)**
- d. **Empowering employees to improve their experience at work (allowing their talents to grow and enriching their work experience)**

When you get your first job, you may find that you are working for a business that has a union, which means that you will become a union employee and you will be required to pay union dues to that union.

These union dues (fees) will be taken off your pay cheques. These fees are used to provide benefits to you and other employees. The fees vary depending on the union. The benefits that a union provides to employees are included in a union agreement. Some of the benefits may include pay increases, medical and insurance benefits, pension plans, strike funds, training, and representation on your behalf. The union will represent you if you have a problem in the workplace (whether it is safety, health, bullying, and so forth), and the union will handle the problem (called a grievance).

Not sure about your rights at work under the union? Or not sure what your union is doing for you? - Ask other employees as well as supervisors or the manager for a copy of the union agreement.

Working conditions and Benefits

In your search for employment, it is a good idea to explore different job opportunities. By researching the working conditions and benefits of a number of jobs, you will be well-informed and, when you apply for a job, you will be able to make an educated choice.

Working conditions refer to the environment in which you will be working. For example, if you are a teacher, you will have your own classroom, or will you be sharing with your colleagues? If you are an electrician, will you be provided with a work vehicle? The benefits refer to health and dental plans that the employer might provide as well as the pension plan, vacation time, overtime possibilities, and the presence or absence of a union.

Every Job has different working conditions and benefits. The best way to identify the working conditions and benefits you want is to ask people who work in the field you are interested in, or to look online at Unions or employers web sites to see what is included as benefits and what are the working conditions in those jobs.

Manitoba labour Standards

Labour legislation standards are set out by Manitoba's Employment Standards Branch. The labour legislation helps employees and employers understand their rights and responsibilities in the workplace and deals with employment standards issues. The most common employment standard issues relate to Minimum wage, overtime, vacation, general holidays, and dismissal (being fired) from a job. When a workplace dispute arises, Manitoba's Employment Standards Branch assists in resolving the labour issues.

Manitoba Employment Standards

(Information from www.gov.mb.ca)

Employment Standards

A government program under Manitoba Labour and Immigration that administers laws on minimum wages, hours of work, holidays, and other workplace entitlements and responsibilities.

Minimum Wage

- As of October 1st, 2018, minimum wage is \$11.35 an hour.
- Employers may choose to pay more, but are not obligated to.
- This standard applies to full-time and part-time employees.

Young Workers

All employees under 16 years old must have a permit from

Employment Standards (usually obtained by employer).

- 16 year olds can only work up to 20 hours a week
- 16 year olds cannot work alone at all.

Wages

Employees must be paid at least two times a month.

Deductions from pay that are allowed:

- Those required by law (ex. Statutory deductions)
- For something which employees agree to pay and is of a direct benefit to them (ex. Health insurance, meals, rent)
- To compensate for cash advances or payroll errors

Deductions from pay that are not allowed:

- Cost of damage to company property
- Cost of lost, broken, or stolen tools
- Cost of cash shortages (dine and dashes, drive offs)
- Cost of a uniform

Hours of Work

A full-time job consists of 40 hours a week / 8 hours a day.

- Employees are entitled to a 30-minute break (unpaid) after every 5 hours of work
- Employees are entitled to one day of rest/week

Overtime

Employees are paid 1 ½ times their regular pay for each hour worked during overtime.

Any hours worked over 8 hours a day or 40 hours in a week are considered overtime.

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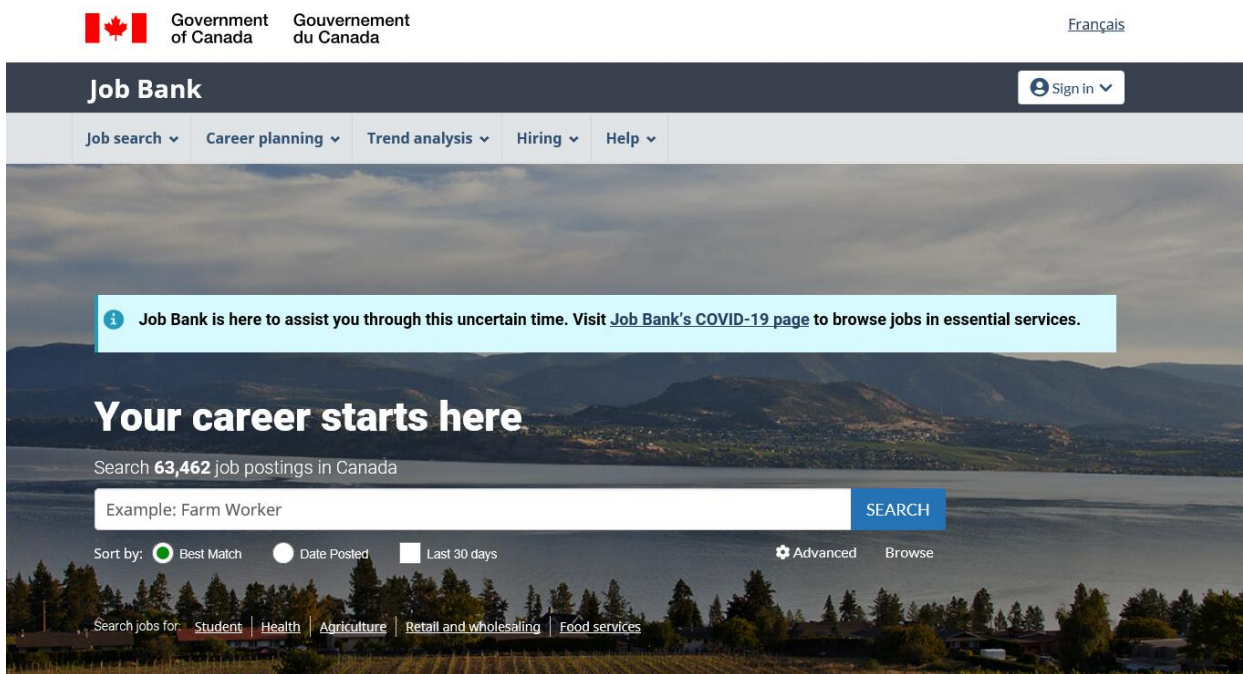
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Canada.com

LESSON 3

CANADA JOB BANK

Canada's Country-Wide Job Search Web Site

www.jobbank.gc.ca/home



If you have internet access, then you can give this "job search" website a try.

- Try typing in a job that you know of or are interested in.
- Try typing in a job then put the word "Manitoba" or "Winnipeg" or "Powerview" to get results only in your desired "Location".

Simply search the website and see what you can find, while familiarizing yourself with this site as it will be a valuable tool for you going forward, depending on jobs or career paths you choose along the way.