

PAYROLL COURSE

Wages at Work Workshop

October 26 & 27

Centre 2000 (AI Robertson Room)

Instructor: Tammy Milliken

Workplace Education Consultant - Workplace Partnerships

Government of Alberta - Employment and Immigration

Workplace Standards

Wages Are Often The *Largest Expense In A Business*

A good understanding of Alberta's minimum standards for pay entitlements leads to improved employer/employee relations. It also helps employers to establish appropriate company policy and avoid policies that may require time-consuming (and costly) corrections later. The **WAGES AT WORK WORKSHOP** provides a *comprehensive* hands-on learning experience designed to provide participants with a *better understanding of the rights and obligations of employers and employees* under the **Employment Standards Code**.

Topics to be discussed:

- ◆ Payment of earnings
- ◆ Minimum wage
- ◆ Payroll records
- ◆ Statement of earnings and deductions
- ◆ Hours of work and rest
- ◆ Overtime and overtime pay
- ◆ Vacation and vacation pay
- ◆ General Holidays and general holiday pay
- ◆ Termination of employment
- ◆ Maternity and parental leave
- ◆ Employment of adolescents and young persons
- ◆ Self-employed/subcontractor relationships

This workshop is **one full day** targeted at business owners, managers, supervisors, human resource practitioners, and payroll and accounting administrators. The course runs from **8:30am to 4:30pm** in the AI Robertson Room at Centre 2000 (11330 – 106 Street), with an hour break for lunch.

A continental breakfast, lunch buffet and all workshop materials are **included** in your registration.

The cost for **either day** is \$50+GST for **Chamber members** and \$75+GST for **non-members**.
To register, please call the **Grande Prairie & District Chamber of Commerce** at 780.532.5340.