

July 4, 2023

Federal Employee Information Checklist

What's New

Government Information: Federally regulated employers will have to **post** Government Information in the workplace and ensure it is **provided**:

- within 30 days of: (1) the start of employment or (2) the information being updated by the government
- to employees whose employment has been terminated (as relates to termination of employment)

Employee Statements: Employers will have to **provide** Employee Statements:

- within 30 days of: (1) the start of employment or (2) the statement being updated
- to employees upon request

These Employee Statements must include:

- names of the parties to the employment relationship
- employee's job title and a brief description of their duties and responsibilities
- workplace address
- date on which employment starts
- term of the employment
- duration of the probationary period, if any
- description of the qualifications and training for the position
- hours of work, including information on calculating those hours and overtime rules
- rate of wages or salary and overtime pay
- frequency of pay days and payment of any other remuneration
- any mandatory deductions from wages
- information about how to claim reimbursement of reasonable work-related expenses

Employees Statements must also be retained for 36 months after the employee's employment ends.

Existing Requirements

The following information must be posted in federally-regulated workplaces:

Hours of Work

- Notices containing minimum labour standards for employers and employees in the federal jurisdiction, including standards listed [here](#).
- Excess hours agreements (where applicable)
- Averaging agreements covering non-union employees (where applicable)

Public Holidays

- Notices of substitution of another day for a public holiday, including information listed [here](#) (where applicable)

Health and Safety

- Names, work phone numbers and work locations of the workplace health and safety committee members or representative (as applicable) subject to certain exceptions for small employers
- Copy of the workplace committee's annual report (for 2 months)
- Application for exemption from a workplace committee (where applicable)
- Description and location of first aid, list of first aid attendants and how to find them, and list of emergency telephone numbers (in remote workplaces or motor vehicles, this information must be kept with the first aid kit)
- Evacuation plans and procedures
- Signs identifying fire hazard areas and prohibiting open flames (where applicable)
- Contact information for concerns regarding indoor air quality
- No smoking signs
- Copies of any written Head or Board directions or reports

Note: In addition to being posted, the above health and safety information must be provided through an alternate medium that is accessible to an employee with a special need (e.g., braille, large print, audio tape, computer disk, sign language or verbal communication).

Pay Equity

If they have 10+ employees in the immediately preceding calendar year:

- Draft pay equity plan and notice informing employees that they may provide comments on the draft plan
- Final pay equity plan
- Notice of pay increases
- Notice of updates to pay equity plan

Note: The above pay equity information may be posted in printed or electronic form, but either way, the format must be accessible to an employee with a disability. Postings must include the date that the notice is posted.

Federal employers must make readily available in printed and electronic form:

- Copy of Part II of the *Canada Labour Code* and related regulations
- Statement of employer's general health and safety policy

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