



CLEO

Community Legal Education Ontario
Éducation juridique communautaire Ontario

LAWS ABOUT PAY

CANADIAN LANGUAGE BENCHMARK 1

This activity kit, designed to teach newcomers to Ontario in Adult ESL and LINC classes about their legal rights and responsibilities, includes:

<u>Introductory notes for instructors</u>	<u>1</u>
<u>Activities for learners</u>	<u>2-5</u>
<u>Teaching notes with answer keys and suggestions for using the kit</u>	<u>6-7</u>




Visit www.cleo.on.ca to download these pages and to find other legal information.

LAWS ABOUT PAY

INTRODUCTORY NOTES

Context outcomes Understand that workers have a right to be paid minimum wage.

CLB outcomes

-  Follow simple instructions.
-  Get information from very basic texts.
-  Get information from a simplified pay stub.

Activities

Minimum wage

Diego's pay stub

Vocabulary review

Free companion resource
Your rights at work

The information in this activity kit is based on the CLEO publication called *Your rights at work*. Read the publication before using the activity kit, and keep it on hand for reference as you guide learners through the activities. You can find it on CLEO's web site at www.cleo.on.ca. To order free copies for your class, you can use the online order form or call **416-408-4420, extension 33**.

Please take note

Ontario's *Employment Standards Act (ESA)* is a law that outlines the rights of employees and the responsibilities of employers. The *ESA* sets minimum standards for working conditions. Many employers offer better.

The information in these activities applies to most but not all workers. Not all jobs are covered by the *ESA*, and in some cases only parts of the *ESA* apply. Some industries, such as banks, airlines, trucking and broadcasting, are regulated by the federal government. Learners should get legal advice if they have concerns.

Immigration status does not matter. You do not need to be a Canadian citizen, permanent resident, or holder of a work permit to be covered by the *ESA*.

The information in these activities is not a substitute for legal advice. Every situation is different so learners with concerns should get legal help. They can contact their local community legal clinic. To find the nearest community legal clinic, check Legal Aid Ontario's web site at www.legalaid.on.ca or phone **1-800-668-8258** (toll-free).

Minimum wage

A. Read the information.

Ontario has a minimum wage. For most jobs, it is \$10.25 an hour.

A wage below minimum wage is not legal.



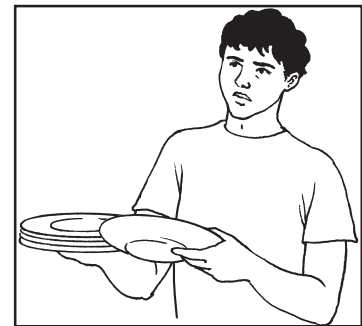
This is Diego.
He is a cleaner.
His wage is \$10.25 an hour.
It is minimum wage.



Diego
Cleaner
\$10.25 an hour



Amalia
Security guard
\$12 an hour



Marc
Dishwasher
\$9 an hour

Amalia's wage is **above** minimum wage. It is legal.

Marc's wage is **below** minimum wage. It is not legal.

B. Listen to your teacher. Write the numbers in the correct boxes.

↑	<p>Above minimum wage</p> <p>\$ _____ an hour</p>
<div style="border: 3px double black; padding: 10px; display: inline-block;"> <p>Minimum wage</p> <p>\$ _____ an hour</p> </div>	
↓	<p>Below minimum wage</p> <p>\$ _____ an hour</p>

**C. Comprehension: Please complete the sentences.
Write the letter on the line.**

- | | |
|--------------------------|------------------------|
| 1. Diego is a _____ | a. \$10.25 an hour. |
| 2. Marc is a _____ | b. cleaner. |
| 3. Amalia is a _____ | c. dishwasher. |
| 4. Minimum wage is _____ | d. below minimum wage. |
| 5. Marc's wage is _____ | e. security guard. |

D. Spelling: Please write the missing letters. Then copy the words.

- | | |
|--------------------------|----------------------|
| 1. j _ _ b _____ | 4. a b _ _ v e _____ |
| 2. m _ _ n i m u m _____ | 5. b e l _ _ w _____ |
| 3. w _ _ g e _____ | 6. l _ _ g a l _____ |

Diego's pay stub

A. Read the information from Diego's pay stub.

Name:	Diego Romero	
Pay period:	June 13 to 26, 2010	
Rate of pay:	\$10.25 an hour	
	Hours	Wages
Regular hours:	<u>80</u>	<u>\$820</u>
Total hours:	80	
Total wages:		\$820

B. Listen to your teacher. Follow the instructions.

C. Comprehension: Please circle Yes or No.

- | | | |
|---|-----|----|
| 1. Diego's last name is Romero. | Yes | No |
| 2. His wage is \$9.25 an hour. | Yes | No |
| 3. The pay period is July 13 to 26, 2010. | Yes | No |
| 4. Diego's total wages are \$820. | Yes | No |
| 5. His wage is minimum wage. | Yes | No |
| 6. He works 80 hours a week. | Yes | No |

D. Writing: Copy the **Yes** sentences.

Vocabulary Review

A. Read the sentences. Circle Yes or No.

- | | | |
|-----------------------------------|-----|----|
| 1. I am a student. | Yes | No |
| 2. I have a job. | Yes | No |
| 3. I am a cleaner. | Yes | No |
| 4. I am a dishwasher. | Yes | No |
| 5. I am a security guard. | Yes | No |
| 6. I am a _____. | Yes | No |
| 7. My wage is minimum wage. | Yes | No |
| 8. My wage is above minimum wage. | Yes | No |
| 9. My wage is below minimum wage. | Yes | No |
| 10. I get a pay stub. | Yes | No |
| 11. I like my job. | Yes | No |
| 12. I like my wage. | Yes | No |

B. Copy the **Yes** sentences.

TEACHING NOTES

Curriculum connections

LINC/Adult ESL:

Theme: Employment

Topic: Working in Canada

Theme: Canadian Law

Topic: Employment Law

Theme: Community & Government Services

Topic: Counselling & Advocacy

Vocabulary

law, legal, wage, minimum wage, hour, above, below, dishwasher, cleaner, security guard, work, get, pay, pay stub, pay period, rate of pay, wages, total

Minimum wage (pages 2-3)

Ask if any learners know what minimum wage is, and why it is called minimum wage. You may wish to introduce the concept of “minimum” with a situation in which lower than minimum is not OK (for example: minimum height requirement to ride roller coaster) or not legal (minimum drinking age, minimum driving age) and then explain that it is also not legal for an employer to pay less than minimum wage. Explain that minimum wage is set by the Ontario government, and it goes up when the government decides to increase it.

Learners can listen as you read the opening sentences. They can look at the top picture and talk about what they see, then read the sentences beside the picture together. They can do the same with the pictures of the three workers. You can elicit the categories “name”, “job” and “wage”, and ask questions about the information below the pictures.

B. You can use the three hourly wages in A, or choose minimum wage and two other wages to demonstrate the difference. Learners listen and write the wage in the correct space. Learners could practise in pairs, with one learner saying an hourly wage and the other saying if it is above or below minimum wage, and if it is legal or not legal.

The comprehension and spelling activities allow for further practice and development of reading and literacy skills. The spelling activity provides an opportunity for pronunciation practice, as all the missing vowels are in syllables which are stressed.

Answers:

C. 1. b 2. c 3. e 4. a 5. d

- D. 1. *job* 2. *minimum* 3. *wage*
 4. *above* 5. *below* 6. *legal*

Note: See **Minimum wage: Four workers** in the ESL Activity kit *Laws about pay* CLB 2 for an activity teaching learners about minimum wage for students, workers who serve alcohol and homeworkers.

Diego's pay stub
(Page 4)

Explain what a pay stub, or statement of wages, is, and that Diego's employer must give him his pay stub on or before his payday. Stress the importance of keeping pay stubs and other records.

You may want to discuss different methods of payment, such as cash, cheque, and direct deposit. You may also want to point out that there are different pay periods, and that a two week pay period is common for many kinds of work.

See **Diego's pay stub** in the ESL activity kit *Laws about pay* CLB 2 for a statement of wages that includes deductions.

B. You can design your own listening activity to draw attention to the various components of the pay stub. Suggested listening activity: Circle Diego's last name. Underline the rate of pay. Put a check mark beside the number of hours Diego worked. Put an x beside Diego's wages.

Answers:

- C. 1. *Yes* 2. *No* 3. *No*
 4. *Yes* 5. *Yes* 6. *No*

Vocabulary review
(page 5)

These sentences provide an opportunity to review vocabulary. You can use all of the sentences on this handout, or only some, depending on the level of your learners.

You may wish to discuss the issue of paid vs. unpaid work, and the roles learners in the class take on that involve work of various kinds. Many learners who are parents may feel like they are cleaners, dishwashers and security guards, among other things. More advanced learners who do not have (paid) jobs may wish to answer the questions about a relative or friend, either as if they were this person, or using the third person singular. Learners who are comfortable doing so can read their "yes" sentences to each other in small groups or to the whole class.