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:

Visit **cleoconnect.ca** to download these pages and to find other legal information.

Visit **stepstojustice.ca** for step-by-step information about common legal problems, including employment law issues.

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 website at **cleo.on.ca**. To order free copies for your class, you can use the online order form.

❗ 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. Minimum wage may change over time. The minimum wage discussed in this kit is the general minimum wage as of October 1, 2023. To check the current minimum wage or for more information, visit the Government of Ontario's Your guide to the Employment Standards Act. 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. 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, go to Legal Aid Ontario's website at legalaid.on.ca/legal-clinics/ or call Legal Aid Ontario toll-free at **1-800-668-8258**.

Minimum wage

A. Read the information.

Ontario has a minimum wage. For most jobs, it is $16.55 an hour.

A wage below minimum wage is not legal.

This is Diego.
He is a cleaner.
His wage is $16.55 an hour.
It is minimum wage.

Diego
Cleaner
$16.55 an hour

Amalia
Security guard
$18.00 an hour

Marc
Dishwasher
$13.00 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.

Above minimum wage

$_____ an hour

Minimum wage

$_____ an hour

Below minimum wage

$_____ an hour

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

1. Diego is a _____   a. $16.55 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:	October 16-29, 2023
Rate of pay:	$16.55 an hour

	Hours	**Wages**
Regular hours:	<u>80</u>	<u>$1,324.00</u>
Total hours:	80	
Total wages:		$1,324.00

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 $13.00 an hour.   Yes   No

3. The pay period is October 11 to 24, 2023.   Yes   No

4. Diego's total wages are $1,324.00.   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

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 a 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 may go up from time to time. Minimum wage rates can be found at: **www.labour.gov.on.ca/english/es/pubs/ guide/minwage.ph**p.

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 that 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 and homeworkers.

Diego's pay stub
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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*

CLEO's **Steps to Justice** is a website that gives step-by-step information about common legal problems, including employment law issues. Steps to Justice has practical tools like forms and checklists, and referral information for legal and social services. Visit **stepstojustice.ca** and see the information in the Employment and Work section.