

EMPLOYMENT CONTRACT

PHILIPPINE CONSULATE GENERAL IN VANCOUVER
PHILIPPINE OVERSEAS LABOR OFFICE
OVERSEAS WORKERS WELFARE ADMINISTRATION



- SIGNED BY THE EMPLOYER BEFORE COMMENCEMENT OF WORK
- MUST CONTAIN THE TERMS AND CONDITIONS OF EMPLOYMENT WHICH ARE:



- A. DETAILS OF WORKERS DUTIES
- B. HOURS AND DAYS THE WORKER WILL HAVE TO WORK IN A WEEK, BREAK TIMES, DAY OFF, AND OVERTIME PAY
- C. RATE OF WAGE NOT LOWER THAN THE MINIMUM WAGE SET IN THE PROVINCE / TERRITORY

MINIMUM WAGE PER HOUR	JURISDICTION	DATE OF EFFECTIVITY
15.00 CAD	ALBERTA	01 OCTOBER 2018
12.65 CAD	BRITISH COLUMBIA	01 JUNE 2018
13.46 CAD	NORTHWEST TERRITORIES	01 APRIL 2018
11.06 CAD	SASKATCHEWAN	01 OCTOBER 2018
11.51 CAD	YUKON TERRITORIES	01 APRIL 2018



- D. SCHEDULE OF PAYMENT (BI-WEEKLY / SEMI-MONTHLY, MONTHLY, YEARLY, ETC.)
- E. TRANSPORTATION COST FROM PLACE OF ORIGIN TO THE DESTINATION AND BACK, DURING THE PERIOD OF EMPLOYMENT MUST BE SHOULDERED BY THE EMPLOYER



- F. PRIVATE HEALTH INSURANCE UNTIL THE WORKER IS ELIGIBLE FOR THE PROVINCIAL OR TERRITORIAL HEALTH INSURANCE PLAN MUST BE SHOULDERED BY EMPLOYER
- G. REPATRIATION COST OF THE REMAINS AND PERSONAL EFFECTS OF THE WORKER IN THE EVENT OF DEATH, SERIOUS INJURY, OR DISABILITY DURING THE TERM OF EMPLOYMENT, WAR, CALAMITY, AND THE OTHER ANALOGOUS CIRCUMSTANCES MUST BE SHOULDERED BY THE EMPLOYER

HOURS OF WORK

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- WORKERS MUST HAVE AT LEAST 8 FREE HOURS IN BETWEEN SHIFTS AND 32 CONSECUTIVE FREE HOURS FROM WORK EACH WEEK



- EMPLOYERS MUST NOT REQUIRE OR ALLOW WORKER TO WORK EXCESSIVE HOURS HARMFUL TO THE WORKER'S HEALTH AND SAFETY



PAYING OF WAGES

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- WORKERS ARE ENTITLED TO OVERTIME PAY, STATUTORY HOLIDAY PAY, AND VACATION PAY

A. COMPUTATION FOR HOURS OF WORK AND OVERTIME DURING REST PERIOD

- WORKER MUST BE PAID 1.5X OF HIS/HER WAGE FOR ALL HOURS WORKED DURING THE 32 HOURS OF REST PERIOD

B. COMPUTATION FOR DAILY OVERTIME (*WORKERS WORKING LESS THAN 40 HOURS PER WEEK*)

- WORKER MUST BE PAID 1.5X OF HIS/HER WAGE FOR SUCCEEDING HOURS FOR WORK EXCEEDING 8 HOURS PER DAY AND 2X OF HIS/HER WAGE FOR WORK EXCEEDING 12 HOURS PER DAY

C. COMPUTATION FOR WEEKLY OVERTIME (*WORKER WORKING MORE THAN 40 HOURS PER WEEK*)

- WORKER MUST BE PAID 1.5X OF HIS/HER WAGE PER HOUR AFTER WORKING FOR MORE THAN 40 HOURS PER WEEK.



PAYROLL REQUIREMENTS

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- EMPLOYER MUST PAY HIS / HER WORKER AT LEAST TWICE EVERY MONTH AND WITHIN 8 DAYS AFTER THE END OF A PAY PERIOD
- WAGES CAN BE PAID IN CASH, CHEQUE, MONEY ORDER, OR DIRECTLY DEPOSITED TO THE WORKER'S BANK ACCOUNT
- EMPLOYER WILL PROVIDE A WAGE STATEMENT STATING HOURS WORKED, WAGE RATE, GROSS AND NET WAGES, DEDUCTIONS, AND ANY OVERTIME, STATUTORY HOLIDAY OR VACATION PAY PAID
- EMPLOYER MUST KEEP A PAYROLL RECORD FOR THE WORKER IN ENGLISH WHICH WILL BE KEPT AT THE EMPLOYER'S RESIDENCE FOR AT LEAST 2 YEARS AFTER THE TERMINATION OF THE EMPLOYMENT CONTRACT



DEDUCTIONS

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- THE ONLY ALLOWABLE DEDUCTIONS FROM SALARY OF THE WORKER'S ARE:



- A. CANADA PENSION PLAN (CPP)**
- B. EMPLOYMENT INSURANCE (EI)**
- C. INCOME TAX**



- THE WORKER MUST PROVIDE A WRITTEN AUTHORIZATION FOR ALL THE DEDUCTIONS FROM HIS / HER SALARY

ACCOMMODATION

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- THE EMPLOYER AND EMPLOYEE MUST AGREE ON THE AMOUNT CHARGED FOR THE ACCOMMODATION BUT MUST NOT EXCEED 325 CAD PER MONTH



- EMPLOYERS OF TEMPORARY FOREIGN WORKERS (TFWS) WORKING IN LOW-WAGE POSITION MUST SHOULD THE EXPENSE FOR HIS / HER WORKER'S FOOD AND ACCOMMODATION



STATUTORY HOLIDAYS

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- A WORKER WHO WAS EMPLOYED FOR 30 CALENDAR DAYS, AND HAS WORKED FOR 15 DAYS BEFORE A HOLIDAY IS ENTITLED TO STATUTORY HOLIDAY PAY



NO. OF STATUTORY HOLIDAYS PER YEAR	JURISDICTION
10	ALBERTA
10	BRITISH COLUMBIA
10	NORTHWEST TERRITORIES
10	SASKATCHEWAN
10	YUKON TERRITORIES

ANNUAL VACATION AND VACATION PAY

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- EMPLOYER IS REQUIRED TO ENSURE THAT HIS / HER WORKER TAKES TIME OFF FOR HIS/HER ANNUAL VACATION AND RECEIVES HIS/HER VACATION PAY



JURISDICTION	ENTITLED TO VACATION PAY AFTER LENGTH OF SERVICE
ALBERTA	1 YEAR
BRITISH COLUMBIA	5 DAYS
NORTHWEST TERRITORIES	1 YEAR
SASKATCHEWAN	1 YEAR
YUKON TERRITORIES	1 YEAR