

## Employment Standards in Ontario and What Happens at Dovercourt

ESA – Standards – for more information consult the ESA (2000)	Lifeguards / Swim Instructors	Day Camp & After School Program Leaders	Maintenance and Customer Service Staff	Birthday Party Leaders & Special Events Staff	Other Instructors (employed by DRA – not contractors)
<b>Hours of Work – limits</b> <i>There are daily and weekly limits on hours of work</i>	DRA strives to limit shifts to a maximum of 8 hours per day; weekly limit of 30 hours per week except summer which may be up to 88 hours over two weeks. Staff may work in September to June over 30 hours to a maximum of 44 before overtime pay but cannot be regularly scheduled for over 30. *This includes hours from different departments.		DRA strives to limit shifts to a maximum of 8 hours. Weekly limits of 30 hours exist on regularly scheduled shifts but employees can work more to a maximum of 48 hours per week.	DRA strives to limit shifts to a maximum of 8 hours. Weekly limits of 30 hours exist on regularly scheduled shifts but employees can work more to a maximum of 48 hours per week.	DRA strives to limit shifts to a maximum of 8 hours. Weekly limits of 30 hours exist on regularly scheduled shifts but employees can work more to a maximum of 48 hours per week.
<b>Eating Periods</b> <i>Employees must not work more than 5 consecutive hours without a 30-minute meal break</i>	Lunch break is usually incorporated into shift rotations for lifeguards/swim instructors. Staff are expected to remain on site and on-call for emergencies only. If they are called back, another break will need to be rescheduled. Breaks are 2 x15 minutes. <i>* Meal breaks do not have to be 30 minutes but may be broken up into 2 segments – must be agreed orally or written. Breaks are paid unless staff are allowed to leave site.</i>	Lunch breaks are planned as part of the camp day. Staff are to share rotation for supervision in each camp setting. Staff are expected to remain on site and available for emergencies. If the staff member is required another 30 minute period is to be scheduled. <i>* Meal breaks do not have to be 30 minutes but may be broken up into 2 segments – must be agreed orally or written. Breaks are paid unless staff are allowed to leave site.</i>	Lunch breaks are planned as part of work day. Staff are expected to remain on site if they are the only staff member on duty. If other staff are on duty, the staff member may leave for lunch break. If a staff member is required during their break a 30 minute break will be rescheduled. <i>* Meal breaks do not have to be 30 minutes but may be broken up into 2 segments – must be agreed orally or written. Breaks are paid unless staff are allowed to leave site.</i>	Lunch break is usually incorporated into the work day. Staff are expected to remain on site and on-call for emergencies only. If they are called back, another 30 minute break will need to be rescheduled. <i>* Meal breaks do not have to be 30 minutes but may be broken up into 2 segments – must be agreed orally or written. Breaks are paid unless staff are allowed to leave site.</i>	Daily schedules are determined and will include such breaks as required.
<b>Overtime Pay</b> <i>Overtime is payable after 44 hours of work in a week in most jobs and is paid at least 1 ½ times regular rate of pay</i>	Overtime is paid at 1.5 times regular rate over 44 hours per week. During the summer season, the hours before overtime commences is 44 hours per week. Under ESA camp staff who are students are not eligible for overtime pay. There is also an agreement with the MOL that allows employees (who opt in) to work up to an average of 88 hours over a two week period before attracting overtime.		Overtime is paid at 1 ½ times regular rate over 44 hours per week.	Overtime is paid at 1 ½ times regular rate over 44 hours per week.	Overtime is paid at 1 ½ times regular rate over 44 hours per week.
<b>Minimum Wage</b>	Payscale are defined and advanced annually as part of the budget process and must conform to ESA minimum wage rates.	Payscale are defined and advanced annually as part of the budget process and must conform to ESA minimum wage rates. Camp	Payscale are defined and advanced annually as part of the budget process and must conform to ESA minimum wage rates. Maintenance	Payscale are defined and advanced annually as part of the budget process and must conform to ESA minimum wage rates. Birthday	Payscale are defined and advanced annually as part of the budget process and must conform to ESA minimum wage rates.

<p><i>Most employees are entitled to be paid at least minimum wage</i></p>	<p>Lifeguard/Swim Instructors rates of pay are above minimum hourly rate.</p>	<p>counsellors and activity leader's rates of pay are above minimum wage with the EXCEPTION of Junior Counsellors. Junior counsellors are volunteers and are not paid hourly but receive compensation for out of pocket expenses.</p>	<p>and CS staff rates of pay are above minimum hourly rate.</p>	<p>party leaders and Special Events staff are paid above minimum hourly rates.</p>	
<p><b>Payday</b> <i>Employees must be paid on a regular payday and receive a wage statement</i></p>	<p>Paydays at Dovercourt are every 2<sup>nd</sup> week using a direct deposit system. Actual paydays are Thursdays following the last day in the pay period of Sunday. Wage statements are emailed in advance of payday – usually Mondays unless the day falls on a holiday after the end of the pay period.</p>				
<p><b>Vacation Time and Pay</b> <i>Most employees earn at least 2 weeks' vacation after every 12 months. They must be paid 4% of total wages they earned as vacation pay</i></p>	<p>Full time salary and wage employees receive 2 or more weeks of vacation. Part time and seasonal employees receive 4% vacation pay which is paid out on each paycheque.</p>				
<p><b>Public Holidays</b> <i>9 public holidays. Most employees are entitled to these days off work and be paid public holiday pay</i></p>	<p>Dovercourt recognizes 10 public holidays. Statutory holiday pay is calculated and paid out on the next paycheque in accordance with Employment Standards Act (ESA) calculation rules – based on previous 4 weeks of work. Staff may be required to work on a public holiday in which case they are paid 1.5 times their regular pay plus public holiday pay.</p>				
<p><b>Leaves of Absence</b> <i>There are job-protected unpaid leaves of absence including pregnancy, parental, family caregiver, and personal emergency leave.</i></p>	<p>Staff members who feel they are eligible for unpaid leaves of absence due to: pregnancy, parental, family caregiver, personal emergency, missing child due to crime related reason etc.. should consult with DRA management to make arrangements and ensure eligibility criteria and limits are understood.</p>				

<p><b>Termination Notice and Pay</b> <i>In most cases, employers must give advance written notice when terminating employment and/or termination pay instead of notice.</i></p>	<p>If terminated by DRA, all staff receive termination pay of 2 weeks or notice in lieu of pay – 2 weeks. After 2 years, staff will receive 1 additional week per year if the employment period was continuous and uninterrupted by leaving DRA.</p>
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