



EMPLOYMENT STATEMENT REQUIRED UNDER THE CANADA LABOUR CODE, PART III

An employer must, within the first 30 days of an employee's employment, provide the employee with a written statement containing information relating to their employment that is prescribed by Regulations.

A) Parties to the employment relationship

Name of employee:

Legal name of employer:

Common name of employer, if different from legal name:

B) Job title of the employee:

Brief description of their duties and responsibilities:

C) Address of the ordinary place of work:

D) Date on which the employment starts (YYYY-MM-DD):

E) Term of the employment:

Example 1: fixed term contract (start date and end date)

Example 2: permanent status (no planned end date)

F) Duration of the probationary period, if any:

For information related to probationary periods please consult the following web page:

[Termination, layoff or dismissal - Canada.ca](https://www.canada.ca/en/employment-social-development/services/labour-code/part-iii/termination-layoff-dismissal.html)

G) Description of the necessary qualifications for the position:**H) Description of any required training for the position:****I) Hours of work for the employee:**

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							
2							
3							
4							

Information on the calculation of those hours and rules regarding overtime hours:

Example: no regularly scheduled hours of work

J) Rate of wages or salary:

Example 1: \$25 per hour

Example 2: \$0.45 per mile

Example 3: Additional compensation of \$20 per pick-up/drop

Example 4: Compensation for installation of tarps on a truck: \$25

Example 5: Safety bonus: additional \$0.05 per mile

Rate of overtime pay:

Example: overtime paid at 1.5 x the regular rate of wages

For information on overtime please consult the following web page:

[Overtime - Federally regulated workplaces - Canada.ca](#)

K) Frequency and timing of pay days and the frequency of payment of any other remuneration:

Example: On Thursdays every 2 weeks

L) Mandatory deductions from wages:

For information on deductions please consult the following web page:

[Pay and minimum wage, deductions, and wage recovery - Canada.ca](#)

M) Information about how the employee can claim reimbursement of reasonable work-related expenses, if applicable:

Additional information:

Example 1: The employee will drive a truck provided by the employer

Example 2: The employee's handbook provides additional details related to pay and bonus conditions