

Legally speaking...

Did you know?

June 2009

This fact sheet contains legal information, not advice and is accurate as at the above date.
For legal advice, please contact a lawyer.

Subject: Employment

EMPLOYMENT STANDARDS BRANCH – WAGES

The Employment Standards Act in BC is the law that outlines the rights of employees, and the responsibilities of employers. The Act sets the minimum standards for workers.

The Employment Standards Branch (ESB) deals with complaints related to the Employment Standards Act. They have a Self-Help Kit which is designed to assist employees and employers solve issues quickly.

If you have a dispute with your employer about wages you may be able to resolve the issue by using the Self-Help Kit. For example if you were not paid overtime, you may be able to use the kit to resolve this issue.

How do I make a claim to my employer for overtime wages?

- 1) Review the problem and outline your claim. Find out what wages you feel are owed to you and why.
- 2) Complete the **Request for Payment Form** available from the Self-Help Kit. With this form you will calculate what you believe you are owed and the amount your employer has to pay you.
- 3) Send the form requesting payment to your employer. Make sure you keep a copy for yourself.

The Self-Help Kit is designed to help employees and employers solve issues

quickly and fairly. This is the first step in trying to resolve the issue about owed wages. Using the kit does not mean a complaint has been filed or accepted by the ESB.

If you and your employer do not solve the problem, or if your employer does not respond to your request within 15 days, you may file a formal complaint with the Employment Standards Branch.

Complaint forms are available from their offices, or from their website.

See **Fact Sheet:** "Employment Standards Branch - Filing a Complaint" for more information on making a formal complaint.

For More Information

Employment Standards Branch

Information Line: 1-800-663-3316 (toll-free in BC)

Website: www.labour.gov.bc.ca/esb

Prince George area: 250-612-4100

Victoria: 200 - 880 Douglas Street

Phone: 250-952-0469

Lower Mainland:

Surrey: 101 - 10475 138 Street

Phone: 604-586-4251

Burnaby: Deer Lake Centre

210 - 4946 Canada Way

Phone: 604-660-4946



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