

Introduction to Workers' Compensation, Canada Revenue Agency and Employment Standards for Business

Overview: If your business has employees or may have employees in the future you need to know about B.C. Employment Standards, Workers' Compensation, and Canada Revenue Agency and how they apply to your business.

2010 Dates: January 27th; March 3rd; April 14th; May 5th; June 9th; July 14th; August 11th; September 22nd; October 27th; November 24th; December 8th.

Time: 9:15 AM – 4:30 PM (*meal break from 12:30-1:30*)

Cost: Free

Location: Small Business BC, located in the Sea Bus Terminal (Waterfront Station) 3rd Floor East Elevator- 601 West Cordova St. Vancouver

Presenters: Employment Standards; Employers' Advisers; Canada Revenue Agency.

Register: Online: www.labour.gov.bc.ca/sdl/easr/ or by phone (8:30-4:30 Mon-Fri): 604-713-0303(Employers' Advisers).

Employment Standards topics include:

- Basic standards and responsibilities.
- Employee or manager or independent contractor?
- Wage rates, pay statements, and record keeping.
- Deductions from wages and restrictions.
- Hours of work, overtime or time off, and averaging agreements.
- Statutory holidays, annual vacation pay, and leaves from work.
- Termination: Notice or pay? Just cause or not? Quit?
- Free resources/advice and the dispute resolution process.

Workers' Compensation (Employers' Advisers) topics include:

- Mandate and authority of the Workers' Compensation Board
- Legal rights and responsibilities of employers
- WCB definitions of employer, worker, manager, supervisor etc..
- Calculation of WCB premiums (Assessments)
- Occupational health and safety regulation in BC and penalties
- Investigation and report of worker injuries
- Reducing WCB payments with effective claims management

Canada Revenue Agency topics include:

- Employee or self-employed ?
- Maintaining proper payroll records
- Calculating deductions for CPP, EI, and Income Tax
- Remitting payroll deductions
- Completing the T4 information return