

2009 Co-operative Employment Program—Fall

Student Guidelines

Please give a copy of this form to each student

a) Hiring

Your employer is responsible for hiring you and has the authority to dismiss you for valid reasons.

b) Social Insurance Number

It is your responsibility to have a social insurance number (SIN).

c) Pay cheques

Your employer is responsible for paying your wages **plus** 4% vacation pay. The details of payment should be discussed with your employer when you are hired.

Visit the Labour Standards website: www.gov.ns.ca/enla/employmentrights/ for more information on employment relationships, including standard holidays.

d) Record of Employment (separation slip)

Federal law requires an employer to provide you with a completed **Record of Employment** within five working days of termination of employment.

e) Workers' Compensation

The *Workers Compensation Act* requires organizations employing three or more workers at the same time to register for coverage. All accidents should be reported to your employer immediately. A copy of the accident report must be completed by your physician and mailed to your local Workers' Compensation Board. Call 1-800-870-3331, or go to www.wcb.ns.ca/new/workers.php for more information.

Note: It is smart to keep track of your hours—see reverse of this page.

How to contact us —

By Mail:

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By Courier:

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By phone or E-mail:

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