

Working in Nova Scotia

International Workers (Using a Work Visa not a Student Visa)

- An employer cannot keep any of your property, especially your visa, or passport.
- An employer does not have the authority to deport you from Canada.

Pay

- Minimum wage in Nova Scotia is currently \$10.85 this is reviewed yearly.
- Employees must be paid at least two times each month, and must be paid within five working days after the end of the pay period
- Employers must pay you by cheque, cash, money order, email transfer or direct deposit.
- In most circumstances, employers must deduct CPP, EI and income tax from your pay. Other deductions may be unlawful. There are strict rules about what other deductions an employer can make from pay. For the most up to date info visit <https://novascotia.ca/lae/employmentrights/deductions.asp>
- You must be given a pay statement showing what you earned in a pay period.

Breaks and Periods of Rest

- Employees are entitled to an unbroken half hour break so the employee is never working more than 5 consecutive hours without a break.
- Except in emergency situations, the Labour Standards Code states that under normal circumstances employers must grant employees a rest period of at least 24 consecutive hours in every 7 days.
- Employers are generally not required to pay employees for breaks. However, if an employee is required to remain at the job site, under the control of the employer and to be available to work if necessary during the break, then this will likely be considered work. If so, the employee must be paid for this time.

Safety

- You have the right to refuse unsafe work. You cannot get in trouble for this.
- If you become sick or injured on the job contact your supervisor and report all accidents right away. Contact the Workman's Compensation Board and Occupational Health and Safety for guidelines.

Harassment and Discrimination

- You cannot be discriminated based on your country of origin, religion, race, gender identity, disability, or sexuality.
- You are not to face harassment at work.
- For more information on this contact the Human Rights Commission and Occupational Health and Safety.

Vacation and Holidays

- Employers must give employees paid vacation time of two weeks after each period of 12 months of work. This increase after 8 years of service and follows an increase in vacation pay from 4%-6%.
- Employees who work full time must take vacation time.
- Employees who work less than full-time during the 12 months when they earned vacation can give up vacation time and just collect their vacation pay.
- The Labour Standards Code gives employees who qualify six holidays with pay: New Year's Day, Nova Scotia Heritage Day, Good Friday, Canada Day, Labour Day, and Christmas Day.
- If an employee qualifies for the holiday and is given the day off, the employer must pay a regular day's pay. If the holiday falls on a non-working day, they are entitled to a different day off with pay instead. See <https://novascotia.ca/lae/employmentrights/holidaypay.asp> for more information.

- An employee who works on a holiday and who qualifies to be paid holiday pay is entitled to additional pay (1.5 times your regular wage plus a full day's wage).

Other Information

- If you have worked with an employer for 3 months or more, they must give you at least one week's notice before ending your employment. Or pay in lieu of notice.
- If you have worked with an employer for 3 months or more, you must give them one week's notice before quitting, or two weeks written notice for a period of employment of two years or more.
- There are conditions to leave work in a case of a government emergency, bereavement, caring for a sick/ailing family member and for attending medical/dental appointments.

Resources and Help

Dalhousie

INTERNATIONAL CENTRE

For any questions regarding your visa, study permit or work permit.

Local Phone: 902-494-1566 Email: international.centre@dal.ca

Office: 1246 LeMarchant St, Suite 1200 (other offices available at other campuses)

CAREER & LEADERSHIP DEVELOPMENT CENTRE

For any questions, you have regarding employment.

Local Phone: (902) 494.3537 Email: cldc@dal.ca

Office: 6136 University Avenue, Room 426 Student Union Building, 4th floor

OFFICE OF HUMAN RIGHTS, EQUITY AND HARASSMENT PREVENTION

For any assistance if you have experienced discrimination.

Local Phone: (902) 494-6672 Email: dalrespect@dal.ca

Office: Henry Hicks, 6299 South St, Rm 2

LEGAL AID

For assistance regarding legal questions.

Local Phone (902) 423-8105 Email: legalaid@dal.ca

Office: 2209 Gottingen Street

Other

NOVA SCOTIA HUMAN RIGHTS COMMISSION

For you to report any discrimination.

Local Phone: (902) 424-4111 Email: hrcinquiries@gov.ns.ca

Office: 5657 Spring Garden Road - 3rd Floor Halifax Website: <https://humanrights.novascotia.ca>

WORKMEN'S COMPANSATION BOARD

For all safety at work or while working inquires and concerns

Toll Free: 1-800-870-3331 Website: <http://www.wcb.ns.ca>

OCCUPATIONAL HEALTH AND SAFETY

For any safety and policy violations or concerns.

Toll Free: 1-800-952-2687 Email: ohsdivision@novascotia.ca

Office: OHS Division 5151 Terminal Road Halifax Website: <https://novascotia.ca/lae/healthandsafety>

NOVA SCOTIA LABOUR AND ADVANCED EDUCATION – LABOUR STANDARDS

To file a complaint against an employer and find information regarding your workplace rights.

Toll Free: 1-888-315-0110 Local Phone: (902) 424-4311 Email: labrstd@novascotia.ca

HALIFAX POLICE

Report any illegal activity or job scams.

Local Phone: (902) 490-5020
