



Employee Payroll Information • 2025

PAYMENT OF WAGES

All employees are paid bi-weekly.

All employees are paid by business cheque.

The payroll cycle is from Monday through the second Sunday.

Pay cheques are processed and available for pick-up after noon (12PM) on the Wednesday following the end of a payroll cycle.

PAY PERIOD

A pay period is Monday - Sunday.

RATES OF PAY

Each employee will be provided with an Offer of Employment which will include a base hourly rate.

Base Hourly Rate of Pay

Employees, as a base rate, will be paid the minimum wage as prescribed by the Ontario Ministry of Labour for each hour they have worked.

The current minimum wage, effective October 1, 2024 is:

General Minimum Wage: \$17.20 per hour

Students under 18 \$16.20 per hour

and working not more than 28 hours per week during the school year, or working during a school holiday

Eligibility for Premium Hourly Rates of Pay

To be eligible to receive premium hourly rates an employee must: have submitted all required certifications; completed all assigned training; and, consistently demonstrate the ability to apply the knowledge gained through their certification and training.

Any shift, or part thereof, for which an employee is absent will result in loss of premium hourly rates for the Pay Period in which the absence occurs. "Absent" is any missed time during a scheduled shift, including late arrival (10-minute rule applies).

Managers and supervisors have the ability to cancel premium hourly rates as part of disciplinary action: that is a reprimand or corrective action in response to employee misconduct, rule violation or poor performance.

Premium Hourly Rates of Pay: (in addition to the base rate)

Full-Time Premium: \$2.00 per hour

Paid for each hour worked within a pay period where the total number of paid hours in the pay period is equal to or greater than 36 hours.

Weekend Premium: \$1.00 per hour

Paid for each hour worked between Saturday 12am and Monday 12am

Late / Early Hours Premium: \$10.00 per hour

Paid for each hour worked between 11pm - 7am.

LCO Premium: \$2.00 per hour

Paid for each hour worked in a scheduled LCO cashier position.

Training Coach Premium: \$0.50 per hour

Paid for each hour worked as a designated Training Coach.

First Aid Certification Premium: \$0.25 per hour

Paid for each hour worked to an employee who holds valid Standard First Aid, CPR & AED certification and has filed a copy of their certificate with management.

Short Notice Premium: \$1.50 - \$3.00 per hour

Paid for each hour worked, as prescribed below, of a designated Short Notice Shift.

Part of a Short Notice Shift = \$1.50/hr

All of a Short Notice Shift = \$3.00/hr

Short Notice Premium will be paid for every hour worked in a work day, if an employee picks up a minimum of three hours, or all of a Short Notice Shift, as well as working their regular scheduled hours. Subject to manager approval.

Late Summer (Retention) Premium: \$3.00 - \$5.00 per hour

Paid for each hour worked during the specified period, as prescribed below.

August 23 - 28 \$3.00 per hour

August 29 - 31 \$5.00 per hour

Statutory Holiday Weekend Premium: = 1.5X Base Rate

Paid for each hour worked between Saturday 12am and Monday 12am when the designated period occurs immediately before a statutory holiday Monday.

ATTENDANCE BONUS

Employees who successfully complete their term of employment will be eligible for the Attendance Bonus, as prescribed below.

Should an employee choose to leave their position of employment, or if an employee is terminated early, they will not be eligible, in part or in full, for the Attendance Bonus.

Employees who attend all scheduled shifts in their entirety over their employment term will be entitled to an Attendance Bonus equal one (1) regular/average shift of the employee. (paid hours at the employee's base rate.)

The Attendance Bonus will be included on the final pay-cheque for qualifying employees.

OVERTIME PAY

Overtime is any hour worked in excess of forty-four (44) paid hours per pay period. Overtime pay is calculated each pay period at the rate of one-and-one-half times (1.5 x) the employee's regular rate of pay. Employee hours worked in a schedule week that are subject to Public Holiday Pay are not included in overtime pay calculations.

PUBLIC HOLIDAY PAY

All qualifying employees will be paid Public Holiday Pay. Public Holiday Pay will be issued in the form of a separate cheque. Public Holiday Pay will be issued together with the employee's regular pay cheque for the pay period in which the public holiday occurs.

The amount of public holiday pay to which an employee is entitled is all of the regular wages and vacation pay earned by the employee in the four weeks before the work week with the public holiday, divided by 20.

Employees who are scheduled to work on a public holiday will be paid Public Holiday Pay, plus Premium Pay at the rate of one and a half times (1.5x) the employee's regular rate of pay for each hour worked on that day.

VACATION PAY

Vacation pay is paid out to employees each pay period at the standard rate of four per cent (4%) of an employee's gross wages.

UNPAID TIME: FOOD BREAKS

Each employee will be given one (1) half-hour break during a shift of more than five hours and less than ten hours, or two (2) half-hour breaks during a shift of ten and a half hours or more, as a food break. This time will not be considered paid time and will be deducted from the employee's total hours worked for the purpose of calculating weekly pay.

Hours Paid Chart

Seven and a half (7.5) hour shifts are paid-out at seven (7) hours. (7.5 hours less .5 hour food break)

Eight (8) hour shifts are paid-out at seven and a half (7.5) hours. (8 hours less .5 hour food break)

Nine (9) hour shifts are paid-out at eight and a half (8.5) hours. (9 hours less .5 hour food break)

Ten (10) hour shifts are paid-out at nine and a half (9.5) hours. (10 hours less .5 hour food break)

Eleven (11) hour shifts are paid-out at ten (10) hours. (11 hours less two (2) .5 hour food breaks)

Twelve (12) hour shifts are paid-out at eleven (11) hours. (12 hours less two (2) .5 hour food breaks)

EMPLOYEE DISCOUNTS

Employees are offered a 10% discount at the store and the café.

Alcohol products are excluded from the Employee Discount.

The Employee Discount is extended to immediate staff only. Any abuse will result in this privilege being revoked.

Employees are offered service-charge-free cash advances on Canadian debit cards.

Employees are offered free wash cycles at Sherkston Laundry.