

3 Hour Minimum Employment



Departments and faculties are responsible for ensuring compliance with the Alberta Employment Standards Code.

In accordance with the Alberta Employment Standards Code, employees working less than 3 CONSECUTIVE hours are entitled to at least 3 hours pay at the Alberta minimum wage rate.

Alberta's current minimum wage is \$15.00/hour; therefore, an employee is entitled to a minimum of 3 hours pay times \$15.00/hour (\$45.00). If the employee's hourly wage rate times the hours worked totals more than \$45.00, then this higher amount will be paid.

If an employee is covered by a collective agreement and the entitlement is greater under the collective agreement, then the provisions of the collective agreement will apply.

Note: The 3 hour minimum employment rule DOES NOT APPLY TO GRADUATE ASSISTANTS, NON CREDIT INSTRUCTORS OR ANY EMPLOYEE DESIGNATED AS AN ACADEMIC.

Exception: Employment Standards does provide for an exception to the 3 hour minimum employment rule.

If an employee is unavailable to work 3 hours then the employer is only required to pay for the hours actually worked by the employee. So, if the employee is only available for one or two hours then the employer is not required to pay the 3 hour minimum.

PeopleSoft HCM will not automatically calculate the 3 hour minimum payment.

When an employee is available to work but the department requires them to work for less than 3 consecutive hours, the department will determine whichever is greater:

Example:

1. A payment for 3 hours times the Alberta minimum wage
(3 hours x \$15.00= \$45.00).

or

2. The number of hours worked times the employee's hourly rate
(e.g. 1 hour x \$46.00 = \$46.00). Therefore pay 1 hour @ 46.00 as this is > \$45.00 3 hour minimum

Note

- For ROE purposes, the hours indicated should reflect the actual number of hours worked, unless the hours do not meet current employment standards minimum of \$45.00, therefore input 3 hrs @ \$15.00
- Vacation Pay will be calculated on all payments.