

To help you

The Commission des normes du travail invites you to obtain the brochure entitled "Labour Standards in Québec", which contains the main information on labour standards. It may be downloaded or ordered from the Commission's Web site at www.cnt.gouv.qc.ca.

The Commission's site also allows visitors to access labour standards by subject as well as the legislative and regulatory excerpts pertaining to these same standards.

In addition, from 8:00 a.m. to 5:00 p.m., Monday through Friday, you can talk to one of our representatives to obtain any information you require. Contact the Service des renseignements.

Service des renseignements

Montréal area

514 873-7061

Elsewhere in Québec, dial toll free

1 800 265-1414

Internet

www.cnt.gouv.qc.ca

Sign up on-line to be on our mailing list.

Memorandum

For preparing an
**individual contract
of employment**

In this document, the masculine gender designates both women and men.
No discrimination is intended.

Copie française disponible sur demande.



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**Commission
des normes
du travail**

Québec



Québec





Set the terms and conditions at the time of hiring

Although the Act respecting labour standards does not oblige the employer and employee to clearly define the conditions of employment at the time of hiring, it is in the employer's and employee's best interest to do so.

With this goal in mind, the Commission des normes du travail would like to remind you of a few important considerations concerning wages, the duration of the workweek, the annual leave, statutory holidays and other leaves, as well as the notice of termination of employment.

Remember that...

pursuant to the Act respecting labour standards, any verbal or written agreement concerning the conditions of employment that is less than a labour standard included in the Act is of no effect.

Take stock of the situation

The employee must know where and for whom he will work.

He must also know the main tasks that he will be required to perform.

Wages

Every employee wants to know what his wages will be. With this in mind, you must determine:

- the wage rate or method of remuneration (hourly, weekly, incentive plan, commission, other basis);
- the benefits having a pecuniary value that form part of the wages where applicable;
- the terms and conditions for distributing gratuities when the employer collects them on behalf of the employee and the existence of a tip sharing arrangement where applicable;
- the method of payment of the wages (cash, cheque, bank transfer);
- the sums withheld from the wages;
- the sum charged for room and board where applicable;
- the duration of the pay period (one week, two weeks, other).

Duration of work

It is also a good idea to determine:

- the work schedule;
- the normal workweek;
- the payment of overtime;
- the duration and time of the meal period.

Annual leave and statutory holidays

The employee must be informed of his rights in this regard. The main points to settle are:

- the reference year for the purposes of calculating the annual leave;
- the terms and conditions that apply concerning the choice of the dates of the annual leave;
- the duration of the annual leave and the conditions to be entitled thereto;
- the list of the paid statutory holidays;
- absences from work (sick leaves, maternity leave, various leaves) and the conditions of remuneration in such a case.

Notice of termination of employment

Finally, there must be agreement concerning the written notice to be given to the employee:

- before terminating his contract of employment, or
- before laying him off for a period of six months or more.

Plus...

all the other conditions of employment existing in the undertaking such as:

- insurance and retirement plans;
- break periods granted by the employer;
- etc.