

Workplace Posting Requirements employment standards Checklist – Saskatchewan



The duty to post notices, information and other materials at your workplace for your employees comes from 4 different sets of laws, including employment standards.

Use this checklist to ensure your organization has the required postings.

EMPLOYMENT STANDARDS			
	Yes	No	Comments
Act or Regs. (or part of them) the Director requires employer to post			
Copy or abstract of Minimum Wages Regs.			
Notice of changes to days or times when employees must or may work or be at employer's disposal(1)			
Notice of written authorization to vary overtime rules(1)			
Notice of cancellation of written authorization to vary overtime rules(1)			
Copy of overtime averaging agreement(1)			
Copy of order requiring employer to take steps after committing reprisals or discriminatory action to rectify situation or compensate employee			

Notes:

(1) In Sask., posting is one of several options for communicating required labour standards info to employees (or, in the case of unions, financial statements to members). The others are: i. Personal delivery; ii. Posting online on a secure website to which employee has access; and iii. Providing it in another way that informs the employee