

Workplace Posting Requirements Employment Standards Checklist – Federal



The duty to post notices, information and other materials at your workplace for your employees comes from 5 different sets of laws including Employment Standards.

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

EMPLOYMENT STANDARDS			
	Yes	No	Comments
Work schedule providing for >8 hrs per day or >40 hrs negotiated with union			
Notification of revision or cancellation of above schedule			
Averaging of work hours schedule negotiated with union			
Notification of revision or cancellation of above schedule			
Notice of application for permit allowing employer to allow or require employees to work > excess hours listed in Canada Labour Code			
Notice of substitution for general holiday (at least 30 days in advance)			
Notice of group termination of 50 or more employees in same establishment			
Notice to union of employer's exercise of right under collective agreement to replace an employee with another employee with more seniority but whose job has become redundant			
Notice of employer's intention to average hours of work or change number of hours in averaging period			