



NOVEMBER 2009 NEWSLETTER

What You Need to Know About H1N1 Influenza

What is H1N1 influenza?

H1N1 influenza is a respiratory illness that causes symptoms similar to those of seasonal influenza. Cases of H1N1 influenza have been reported in people around the world, including Canada. Influenza viruses change over time. The World Health Organization (WHO) sets the pandemic alert level globally and has raised it to phase six. This means the virus has shown sustained community transmission in more than one WHO region. The pandemic level is based on the spread of the virus, not the severity of illness. Health officials continue to monitor the situation, and plans for pandemic and emergency responses are ready for use. The influenza outbreak last spring was province-wide, and more cases are expected in communities across Manitoba this fall and winter. Although there has been an increase in the number of people with severe respiratory illness, this has been a small proportion of the people who have had H1N1 influenza in Manitoba. The majority of people in Manitoba who have become ill have not required hospitalization.

What precautions should I take?

Manitobans are encouraged to use routine precautionary measures to prevent infections:

Cover a cough or sneeze by coughing or sneezing into your elbow or sleeve, or using a tissue to cover your nose and mouth. Throw the tissue in the garbage right away.

Wash your hands often with soap and water, especially after you cough or sneeze. Hand sanitizers are also effective.

Limit touching your eyes, nose or mouth.

Try to stay one to two metres away from someone who is sick with influenza.

Maintain your health by making healthy food choices, being physically active and getting enough sleep. Be aware that smoking makes you a high risk for getting seriously ill with influenza. If you smoke, you can get help quitting by calling the Manitoba Smoker's Helpline at 1-877-513-5333.

Is it a Cold or the Flu?

Symptom	Influenza	Cold
Fever	Common, high (39 - 40°C or 102 - 104°F), may last three to four days	Rare
Headache	Prominent	Rare
General aches, pains	Usual, often severe	Sometimes; slight
Fatigue, weakness	Usual, often severe, can last up to two to three weeks	Sometimes; quite mild
Extreme exhaustion	Early and prominent	Unusual
Stuffy nose	Common	Common
Sneezing	Sometimes	Usual
Sore throat	Common	Common
Chest discomfort	Common; can become severe	Sometimes; mild to moderate
Cough	Hacking cough	Sometimes
Complications	Bronchitis; pneumonia can be life-threatening	Sinus congestion or earache
Prevention	Annual vaccination, antiviral medicines (see your doctor), frequent hand washing	Frequent hand washing

Thank you the Winnipeg Regional Health authority for encouraging us to share this information with our membership. Please contact their website if you require further information. www.wrha.mb.ca

MRFA MEMBERSHIP RENEWALS

Your membership renewal has now been mailed out to you. Please contact our office if you have any changes in your contact information or questions. Thank you for your support.



Will 36,000 pairs of eyes be reading about your establishment? The MRFA's new, annual magazine, LocalFare (36,000 copies featured at all the Manitoba Liquor Marts in February, 2010) is wrapping up sales and editorial at the end of December. If you're interested in placing an ad in order to support your association, please contact Jason Stefanik, Associate Publisher and Sales Manager, at 1-866-831-4744 or email jason@delcommunications.com

South Beach Casino

Our organization is very pleased to have South Beach Casino as members of our association and thank them for their support in producing this newsletter.

NEW ASSOCIATE MEMBERS

DIGNITY MEMORIAL. We are pleased to over the association members a reduction off the cost of pre-planned funeral as well as 0% financing for cemetery products for November and December 2009. Please call **Crystal Dias 204-226-4721** for your **free copy of our Personal Planning Guide.** Our Dignity Memorial providers in Winnipeg are: *Thomson Funeral Home, Thomson In The Park Funeral Home and Cemetery, Waverley Memorial Gardens, Green Acres Funeral Home and Cemetery, Holy Angel Mausoleum, Klassen Funeral Home.*

AIR WISE

Air Wise Inc. is a solution service provider for the HVAC/Refrigeration industry. Our company understands the importance of "fixing the problem the first time" & "maximizing equipment efficiency for minimal operational cost." We specialize in the Restaurant/Convenience Store and Commercial buildings, installation and maintenance. Please call 694-5326 for more information.

Our goal is to provide you with information on employment standards issues you may encounter in the running of your foodservice establishment. This month's topic pertains to record keeping and paying wages.

Employment Standards



WORKING TOGETHER

Who must keep records?

Employers must keep records of their employees, the hours they work and the wages paid. Although it is not a requirement, it is strongly suggested that employees also keep records of when they work and what they have been paid.

What records are employers required to maintain?

Employers must keep records for all employees that show: name, address, date of birth and occupation

- date the employee starts work
- regular wage and overtime wage when employment starts, the dates of changes to the wage and the new wage
- regular hours of work and overtime, recorded separately and daily
- dates wages are paid and the amount paid on each date;
- deductions from wages, dates and reasons for each deduction
- dates of time off taken instead of overtime wages
- dates each general holiday is taken
- dates and wages paid for hours worked or required to be worked on a general holiday;
- start dates of annual vacations, dates work resumes, period of employment in which it is earned, amount of vacation allowance paid and date paid
- amount of outstanding vacation allowance paid upon termination, and payment date
- copies of documents on maternity leave, parental leave, compassionate care leave or other leaves, including dates and number of days taken as leave
- dates of termination of the employment

Employment Standards requires employers to keep these records for at least 3 years. It is important to note that other agencies, such as the Canada Revenue Agency, may require employers to keep different types of records, for different lengths of time.

How often must employers update records?

Employers must ensure their records are accurate and current. Some items, such as hours of work, need daily updates. Others, such as employee addresses, should be updated when there are changes.

How long must employers keep records?

Employers must keep records for at least three years after records are made. Records showing addresses, dates of birth and wage changes are kept for three years after the termination of employment.

How often must employees be paid?

Employees must be paid at least semi-monthly (twice a month).

When must employees be paid?

Employees must be paid within 10 working days of the end of a pay period, or 10 working days from the end of employment, if the employment is terminated.

How long can a pay period be?

A pay period cannot be longer than 16 days because employees must be paid at least twice a month.

Can employees have monthly or annual salaries?

Although employees must be paid at least twice a month, how that is paid out is up to employers. If an employee is paid based on a monthly salary, it must be divided in at least 2 payments. A monthly or annual salary can be divided into an hourly wage for record keeping. purposes, employers must record the regular and overtime wage for each employee.

Can employers pay their employees differently?

Employers must pay at least minimum wage, but they are free to offer and negotiate different wages and payment plans for each employee. However, employers cannot discriminate between male and female employees. Example: employers cannot pay men on a different wage scale than women, for work that is the same or substantially the same.

Should employees get pay statement with their wages?

Employers must give all employees written pay statements when they are paid wages. Pay statements are sometimes referred to as pay stubs.

What must pay statements show?

Pay statements must show:

- the regular wage and the number of regular hours worked in the pay period
- the overtime wage and any overtime hours worked in the pay period
- all deductions from wages, with a date and reason for each deduction
- the total amount of wages paid to the employee

What is the minimum wage?

On October 1, 2009 the minimum wage became \$9.00 per hour.

Must everyone earn at least minimum wage?

Yes, all employees must receive minimum wage unless they are not covered by provincial employment standards or are excluded from the legislation. Excluded employees are usually those working in domestic service for less than 12 hours a week, or those in a federal or provincial government-sponsored training program.

Does minimum wage apply to students and part-time employees?

The minimum wage applies equally to all employees regardless of age or the number of hours they work.

Are employees, who are paid minimum wage, entitled to overtime?

Employees who earn minimum wage and work overtime are entitled to be paid at 1 ½ times their wages.

When do employers need to give employees a raise?

Employers decide if and when employees receive pay raises. There is no requirement for employers to give employees a raise, regardless of how long employees have worked for them. Employees must be paid minimum wage. When minimum wage increases, some employees' wages will go up, to ensure they are making the new minimum wage.

For more information contact the Employment Standards Branch:

Phone: 204-945-3352; or toll free in Manitoba 1-800-821-4307

Fax: 204-948-3046

E-mail: Employmentstandards@gov.mb.ca

Website: www.manitoba.ca/labour/standards

This is a general overview and the information used is subject to change. For detailed information, please refer to current legislation including *The Employment Standards Code* and *The Worker Recruitment and Protection Act*, or contact the Employment Standards Branch to ask for advice.

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