

Employment Standards

Information for Employers
Crown Construction

Please be advised that payroll records related to Crown Construction contracts, as well as for any other type of work, may be investigated or audited by the Employment Standards Branch of the Department of Post-Secondary Education, Training and Labour at any time to ensure compliance with the New Brunswick *Employment Standards Act* and its accompanying regulations.

Rules on Crown Construction work

Employers participating in Crown Construction work are advised to pay special attention to the following regulation regarding the minimum wage and overtime rate of pay for various categories of employees. To view the regulation, please return to the main page and follow the links as listed below.

Employment Standards → *Employment Standards Act-Regulations* → [Minimum Wage for Categories of Employees in Crown Construction Work.](#)

General Employment Standards

For rules on pay statements, paid public holidays, vacation pay, various leaves, notices of termination and other standards, please return to the main page and follow the links as listed below.

Employment Standards → Various Information sheets or [Employment Standards Act](#)

Daily Time Tracking

To ensure compliance with the rules on overtime, employees' hours of work must be recorded daily. In addition, records should indicate the order/time in which jobs were worked, each day.

Subcontractors

When one or more subcontractors are involved on a Crown Construction project, the subcontractors and their employees will also be subject to any audit or investigation of that project.

Crown Construction Audits

The Employment Standards Branch conducts yearly audits to ensure employees employed in Crown Construction work are being paid in compliance with the *Employment Standards Act* and its regulations. If violations are found, and monies are owed to an employee, the employer will have the option to either comply and pay what is owing or refer the case to the New Brunswick Labour and Employment Board.

Questions & Concerns

If selected for an audit, employers will be contacted by the Employment Standards Officer assigned to their case. For further clarification, relating to this matter, or other employment standards questions, please contact the Employment Standards Branch by **email** at dpetlinfo@gnb.ca or by **phone** at **1-888-452-2687**.

Education Sessions

The Employment Standards Branch offers free education sessions to groups of any size. Education sessions provide an overview of the *Employment Standards Act*. In addition to the general overview, groups may request further emphasis on topics of their choice, where a greater level of detail will be discussed.

www.gnb.ca/labour

1-888-452-2687