

Many employment-related resources offered in West Prince

by Ruby Arsenault



Becky Wedge is the Facilitator of the Alberton Employment Resource Centre, located at 479 Church Street in the Vogue Optical building. The Centre is open Monday through Friday.

The Alberton Employment Resource Centre offers free and confidential employment assistance services. There is a resource library that provides a wide range of information such as how to create a resumé and cover letter, job search techniques, various training programs, as well as access to computers, printers and fax machine.

“Many people also use the Centre for online training such as WHMIS and Transportation of Dangerous Goods,” says **Becky Wedge**, Facilitator at the Alberton Resource Centre.

“I help local small business owners and operators with their hiring needs by posting job ads and/or creating job posts. It is very rewarding to work in the community of Alberton and develop a relationship with the people who access our services. People of all ages access the centre for their employment needs.”

Workshops offered on location

“I organize various sessions throughout the year to meet the demands and requests of clients. One workshop offered was Basic Introduction to Microsoft Word and 18 people participated. Computer and software knowledge is an essential employability skill.”

The workshop allowed participants to learn, practice, and ask questions in a comfortable setting. They gained the confidence and skills to better equip themselves at their present job or to become more employable.

“In the New Year, sessions will continue with the Microsoft Word course. On Friday mornings we will hold a Job Club, and I will be partnering with eForce Training to make free online courses available. I encourage people to contact me with any suggestions for further training.”

Becky is a graduate of UPEI with a BSc in Biology, has earned a zookeeping certificate, and is also bilingual. “After completing my education, seeking employment was a challenge for me, so I can relate to the individuals who walk through our doors each day.

“I did substitute teaching for eight years, and during that time I worked as a casual here at the Centre.

“I assist clients and community members with any online or social media issues they may have. Many people struggle with creating online accounts for EI or banking, and I am always happy to help. And the reward is seeing the appreciation on people’s faces.”

Becky continuously updates the Centre’s Facebook page with the latest job posts and training programs available.

For more information about the **Alberton Employment Resource Centre**, contact **Becky Wedge** at 902-853-2646 or email beckylwedge@rccli.ca

Visit www.facebook.com/alberton.ercentre.14

Funded by the Department of Workforce and Advanced Learning through the Canada-PEI labour market agreements and administered through Rural Community Learning Inc.

DID YOU KNOW that employees can get a paid vacation?

submitted by Employment Standards Branch

A paid vacation allows an employee to take an annual break from their work. Paid vacation includes vacation pay and the time away from work.

How to qualify

An employee is entitled to an annual vacation after working continuously for 12 months with the same employer. Once the employee has worked for 12 months, the employer has four months after that to provide a paid vacation to the employee. This four-month period can be extended if the parties agree.

How much time off for vacation

An employee is entitled to an annual vacation of at least two weeks if employed continuously with the same employer for eight years or less. Employees are entitled to a third week of annual vacation if they work continuously for more than eight years with the same employer.

Calculation of vacation pay

Pay for a two-week vacation is based on four percent of an employee’s total income earned over the previous 12 months; a three-week vacation is based on six percent of the employee’s total income earned over the same period.

Vacation pay and part-time, year-round employees

There can be circumstances when an employee who works year-round on a part-time basis can refuse vacation time but still get vacation pay by providing written notice to an employer before the end of the employee’s 12-month period of employment.

A part-time employee is someone who works less than 90 percent of normal working hours. Once the employer receives written notice, vacation pay must be paid to the employee no later than one month after the end of the employee’s 12-month period of employment.

Vacation pay and seasonal/short-term employees

Seasonal or short-term employees are entitled to vacation pay but not vacation time. These employees can receive vacation pay with their pay or as a lump sum at the end of their employment. A seasonal or short-term employee can receive vacation pay with their pay as long as the employee has agreed. The employer’s pay records will show vacation pay was paid on the employee’s pay and the pay statements will show vacation pay is being paid on each pay.

Vacation and paid holidays/vacation and paid sick days

On occasion, a paid (statutory) holiday such as Canada Day or Labour Day can occur on an employee’s paid vacation. If this happens and as long as the employee is entitled to the paid holiday, the employee’s vacation is extended by an extra day. On the other hand, pay to an employee for sick leave is not considered to be pay for vacation or pay in lieu of vacation.

This article provides only general information. Details about paid vacation or any other provision of the Prince Edward Island Employment Standards Act and Regulations can be obtained by contacting the Employment Standards Branch: Phone: 902-368-5550 Toll free: 1-800-333-4362 The Branch is located in Charlottetown at Sherwood Business Centre, second floor, 161 St. Peter’s Road.

For more information, visit www.princeedwardisland.ca/en/topic/employment-standards-0

Upcoming training on PEI – February to March 2019

February 7, 9 am to 12 pm: **Business Start-up 101** - this information session offers straightforward guidance, reference materials, and contacts/resources for your next steps. Cost: free to members – non-members \$25.00 To register, visit www.peibwa.org/event-3203771

February 7, 12 pm - 1 pm: **Lunch & Learn – Harness the Power of Mentoring**: Find the Right Mentor for You and Your Small Business - - Startup Zone. Cost \$15.

In this lively, interactive session, Virginia (Ginny) McGowan Ph.D., The Business Mentoring Solution, will share her top tips for finding and working with the right mentor to help you realize your true potential as an entrepreneur. Register online at www.startupzone.ca

February 19, Montague: **Career Bridges** is a 12-week vocational assessment and guidance program for people considering a career change or further training. For more information, contact **Bruce Cluney**, Coordinator, at 902-566-2811 or bcluney@careerbridges.pe.ca

Starting February 22, 2 pm to 6 pm: **Leadership Engagement training** for volunteer members of boards of directors for not-for-profit organizations. Four in-person sessions plus online content. Cost: \$100+HST. Location: Bedeque Rural Action Centre. For more information, contact Adam Smith at 902-566-9653 or atsmith@hollandcollege.com

February 20 & 21: Introduction to Program Evaluation: cost: \$850 Location: UPEI Campus, Charlottetown - This 2-day workshop will introduce and enhance program evaluation skills. The content conforms to the Canadian Evaluation Society and all case studies are situated in a Canadian context. UPEI offers a wide range of well-tested professional education and career development programming. For a complete course calendar, visit www.upei.ca/professionaldevelopment/professional-development UPEI can provide customized skills training for individuals and employers. For more information, contact **Koren Glenn** at 902-628-4394 or pdp@upei.ca

Montague Career Development Services hosts **Jobs & Java** every Tuesday. Check out details on Page 11. Montague CDS is also offering a **Basic Computer Skills & Job Skills Workshop** for individuals of various or no skill level. The free workshop takes place on Tuesdays from 4 to 5 pm. Registration is required. Call 902-838-5453 or email montague@cdspei.ca

Souris CDS is collecting names of those interested in learning some **Basic Computer Skills for Job Search**. Workshops will be adapted to the skills that you are interested in learning. Register for free at 902-687-1459.

CDS Charlottetown offers a monthly **Basic Computer Job Search Workshop**. Do you need help with your job search computer skills? Join a team member from Career Development Services to learn how to format word processing documents, email/send attachments, and job search using the Internet. To register for this free session, contact Lisa at 902-626-2252. Location: 160 Belvedere Ave., Charlottetown.

Check the calendar at www.cdspi.ca for a list of the many workshops and training sessions offered by Career Development Services across PEI. PEICDS is funded by the Canada/Prince Edward Island Labor Market Development Agreements

www.eForcePEI.ca is a government funded initiative which has offered skills training to individuals, small business owners, and non-profit organizations at **no cost** since 2014. Over 180 FREE courses are available through the program. **eForce.ca** allows its users to learn in a way that is both cost effective and widely accessible.

The selection of courses helps its users improve their skills and knowledge in order to get back into the workforce, and to excel in the ever-changing world of business. Subjects covered include Microsoft Office programs, social media, small business management, HR fundamentals, financial literacy, and many more. For more information, call 902-566-9372 or training@eforcepei.ca

Information sessions

February 12, 2 pm - 4 pm:

February 26, 10 am - 12 noon:

WorkPEI Information Sessions, held at Atlantic Technology Centre, Charlottetown. Job seekers and employers can learn how WorkPEI can help you find a job or recruit employees. Visit www.workpei.ca

February 14, 10 am to 12 noon (Storm date February 21):

Employment Standards Information Session

- Alberton - Facilitator Robert Yeo.

Deadline to register February 12th.

To register contact **Barb MacDonald** at barb.macdonald@cbdc.ca or 902-853-3616

February 21 & March 21, 9:30 am:

Career in trucking information session: Industry presentation followed by TOWES Assessments. Prior to writing the TOWES Assessments, individuals must pay \$150 for the cost of assessment and register 24 hours ahead. Contact PEI Trucking Sector Council, Farm Centre, Charlottetown, at info@peitsc.ca Visit www.peitsc.ca

Employment services

PEI Agriculture Sector Council Employment services are available for employees and employers for free. Employment Officers are happy to help with employment needs. Call Charlottetown at 1-866-892-1091. Check job listings at www.peiagsc.ca

East Prince Youth Development Centre at the Holland College Waterfront campus in Summerside offers case management, assistance with Skills PEI funding applications, resumé and cover letter development, and an updated job board. For information about upcoming workshops, call 902-436-2815. Visit the events calendar at www.epydc.org

