



Do You Have HR Compliance Risks?



A more human resource.™

Each year, Canadian organizations pay millions of dollars in fines and damages because of HR, payroll and tax-related compliance issues. HR compliance is complex and ever-changing, yet many organizations lack expert resources to help them understand their obligations and risks. Here are some of the key areas where your organization may be at risk.

DO YOU UNDERSTAND WHEN YOU NEED TO PAY OVERTIME?

Depending on the jurisdiction and each employee's status, you may have an obligation to pay overtime.

ARE YOU CLEAR ON THE RULES REGARDING STRAIGHT TIME, TIME-AND-A-HALF AND DOUBLE TIME?

The rules vary from jurisdiction to jurisdiction and depending on the role and duties of the employees involved.

DO YOU KNOW THE DIFFERENCE BETWEEN VACATION TIME AND VACATION PAY?

Even if you have paid an employee for unused vacation time, they may still be entitled to time off.

HAVE YOU PLANNED FOR STATUTORY HOLIDAYS?

Holidays and pay entitlements vary across Canada. For example, Thanksgiving is a statutory holiday in most of the country, but not in Atlantic Canada.

WHAT OBLIGATIONS DO YOU HAVE TO A CONTRACTOR?

You may find that your obligations as an employer apply to some of your contractor relationships.

CAN YOU GIVE A NEW ROLE TO AN EMPLOYEE RETURNING FROM MATERNITY LEAVE?

Failing to reinstate an employee in the same or similar position can result in a payout to the employee, as well as possible damage awards.

DO YOU HAVE TO JUSTIFY TERMINATING AN EMPLOYEE?

If you operate in Québec or Nova Scotia, or in certain industries, an employee may be reinstated if you do not have a just and sufficient reason for their termination.

ARE YOU CALCULATING TERMINATION PAY CORRECTLY?

You may also owe severance pay, depending on legislation, years of service, age, position, and other factors.

DO YOU KNOW WHAT TO DO IF AN EMPLOYEE MAKES A SEXUAL HARASSMENT COMPLAINT?

A poorly handled complaint may expose your organization to significant fines and public court proceedings.

DO YOU NEED AN ANTI-DISCRIMINATION OR ANTI-HARASSMENT POLICY?

Even small organizations may face hefty fines and penalties for failing to comply with applicable regulations. You should have a policy and training for your managers and staff.

These are just some of the complex compliance issues experienced HR professionals deal with every day. ADP helps growing organizations manage their people with a combination of world-leading technology and experienced HR experts to support:

- Best practices
- Policies and procedures
- Legislative updates
- Payroll administration
- Employee service centres
- And much more

ADP can help

ADP supports businesses for these and many other HR compliance issues. Our expert teams stay on top of new legislation; and provide regular updates to our clients to help them stay aware and compliant.

From best practices to documentation to training resources, your ADP team can help you stay compliant and reduce your risk.

To learn more, contact your ADP representative today.

1-866-622-8153

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