

Anonymous Complaint Form

Employment Standards Division

Introduction

You can make an anonymous complaint if you believe *The Saskatchewan Employment Act* is not being followed and would like the situation corrected but do not wish to make a formal complaint. The anonymous complaint could involve monetary issues, such as wages, overtime, vacation pay, not being paid, or not being paid correctly. It could also involve non-monetary issues, such as not getting a work schedule, or a pay stub, or not being paid on time.

Written complaints must be provided

Only written complaints will be investigated. Anyone, an employee or a third party such as a parent, friend or a member of the community, can file an anonymous complaint; however, it is best if the person with the concern files the complaint.

To make an anonymous complaint, mail or fax a letter or a completed *Anonymous Complaint Form* to the Employment Standards Division. You can also make an appointment to meet with an intake staff member or Employment Standards Officer at any one of the eight office locations throughout the province. (See the list of locations at the end of this form.)

Anonymous complaint from an employee

An anonymous complaint from an employee about unpaid wages can only be filed if the employee is still employed in the workplace. If the employee no longer works there and wants to collect back wages, she or he must file a formal complaint. An employee has one year following the last day that wages were payable to register his or her claim with the Employment Standards Division.

Evidence must be provided

You must provide evidence of wrongdoing to support your complaint (i.e., pay stubs, records of hours worked). If you do not provide evidence, an investigation may not be undertaken.

The Compliance and Review Unit (CRU) works to correct the problem

CRU will investigate the complaint if there is evidence that the provisions of the Act are not being met.

Normally, CRU will not collect any back wages that may be owed. Rather, they will work to ensure that from this point on, the rules for payment of wages and working conditions under the Act are followed in this workplace. This may include CRU providing workplace information and education sessions for employers, employees and other interested parties. Or CRU may, in some cases, require the employer to conduct wage self-audits for his or her workplace.

Further action may be taken

CRU wants the problem to be corrected as soon as possible. If it is not, CRU may take further action. If the business continues to violate the provisions of the Act, a follow-up audit may be conducted. For businesses that refuse to make corrections, the Employment Standards Division will consider prosecuting for persistent and deliberate violations of the Act.

CRU will inform you about what happened with the investigation

If you request it, you can be informed about the outcome of the investigation. CRU will provide you with information about their findings and the steps they took to ensure the rules are being followed.

Tips for Completing the *Anonymous Complaint Form*

You should provide as much information as possible when completing the *Anonymous Complaint Form*. **The numbered points below refer to the numbers on the complaint form.** Please include your supporting documents with the form when returning it to the Employment Standards Division.

1. **INFORMATION ABOUT YOU:** Your name and phone number will be kept confidential. Providing this information means CRU can contact you if they have any additional questions.
2. **INFORMATION ABOUT THE BUSINESS/EMPLOYER:** Provide as much information as possible about the employer. Include the name of the employer, business and supervisor as well as their address and phone number(s).
3. **NATURE OF YOUR COMPLAINT:** Use this section to identify if your complaint is about monetary (wages) or non-monetary issues. Insert a check mark in the appropriate box(es) identifying what the complaint is about.
4. **DETAILS OF YOUR COMPLAINT/CONCERN:** Use this section to further explain what your complaint is about. Include any additional information you think might help with the investigation of this complaint. **Don't forget to attach any supporting documents to your form.**
5. **EMPLOYEE SIGNATURE:** Signing the form is optional.

Mail the completed form to the Compliance and Review Unit in Regina or one of the eight Employment Standards Division District Offices (see the list at the end of this form).

For more information about making an anonymous complaint:

- call CRU toll free at 1-800-667-1783 or 306-787-2435 (Regina);
- call, write or visit any one of the eight district offices throughout the province; or
- view the website at saskatchewan.ca/work

Anonymous Complaint Form

1. INFORMATION ABOUT YOU - Compliance Review Unit Will Keep Anonymous			
<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss	Last Name	First or Given Name
<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.		
Mailing Address (street name and # and/or Box #)		City/Town and Province	Postal Code
Telephone # ()	Cell/Work ()	Fax # ()	Email
2. INFORMATION ABOUT THE BUSINESS/EMPLOYER			
Name of Employer, Company, or Business		General Contractor and Project/Site Location	
Street Address and/or Employers' Mailing Address			
City/Town and Province			Postal Code
Telephone # ()	Fax # ()	Type of Business	
Name of Supervisor			Telephone # ()
Is employer still in business? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Head Office Address: (If different from Employers' Address above)			
3. NATURE OF YOUR COMPLAINT (MONETARY & NON-MONETARY)			
First day worked for employer: _____		Job Title: _____	
day/month/year			
Number of employees employed by employer: _____			
Type of Complaint (please check):			
<input type="checkbox"/> Regular Wages	<input type="checkbox"/> Work Schedules	<input type="checkbox"/> Overtime	
<input type="checkbox"/> Periods of Rest	<input type="checkbox"/> Public Holiday Pay	<input type="checkbox"/> Meal Breaks	
<input type="checkbox"/> Annual Vacation Pay	<input type="checkbox"/> Payroll Records	<input type="checkbox"/> Pay instead of Notice	
<input type="checkbox"/> Pay Stubs	<input type="checkbox"/> Minimum Call-out	<input type="checkbox"/> Payroll Administration	
<input type="checkbox"/> Other (please specify): _____			

**Please mail or FAX this completed form to
Compliance and Review Unit
Employment Standards Division
300 - 1870 Albert St.
REGINA SK S4P 4W1**

Call toll free: 1-800-667-1783; in Regina: 306-787-2438
Visit our website: saskatchewan.ca/work

Employment Standards Division District Offices

Please direct all correspondence, including the city and address, to the Employment Standards District Office closest to you.

Estevan

Employment Standards Division
123 - 1302 3rd Street
ESTEVAN SK S4A 0S2
Tel: 306-637-4572
Fax: 306-637-4574

Moose Jaw

Employment Standards Division
222 - 110 Ominica Street W.
MOOSE JAW SK S6H 6V2
Tel: 306-694-3737
Fax: 306-694-3815

Saskatoon

Employment Standards Division
8th Floor, 122 3rd Avenue N.
SASKATOON SK S7K 2H6
Tel: 306-933-5042
Fax: 306-933-5444

Yorkton

Employment Standards Division
1st Floor, 72 Smith Street E.
YORKTON SK S3N 2Y4
Tel: 306-786-1390
Fax: 306-786-1541

North Battleford

Employment Standards Division
E101- 1192 102nd Street
NORTH BATTLEFORD SK S9A 1E9
Tel: 306-446-7491
Fax: 306-446-8729

Swift Current

Employment Standards Division
2nd Floor, 350 Cheadle Street W.
SWIFT CURRENT SK S9H 4G3
Tel: 306-778-8246
Fax: 306-778-8682

Regina

Employment Standards Division
300 - 1870 Albert Street
REGINA SK S4P 4W1
Tel: 306-787-2438
Fax: 306-798-8001

Prince Albert

Employment Standards Division
P.O. Box 3003
3rd Floor, 800 Central Avenue
PRINCE ALBERT SK S6V 6G1
Tel: 306-953-2715
Fax: 306-953-2673