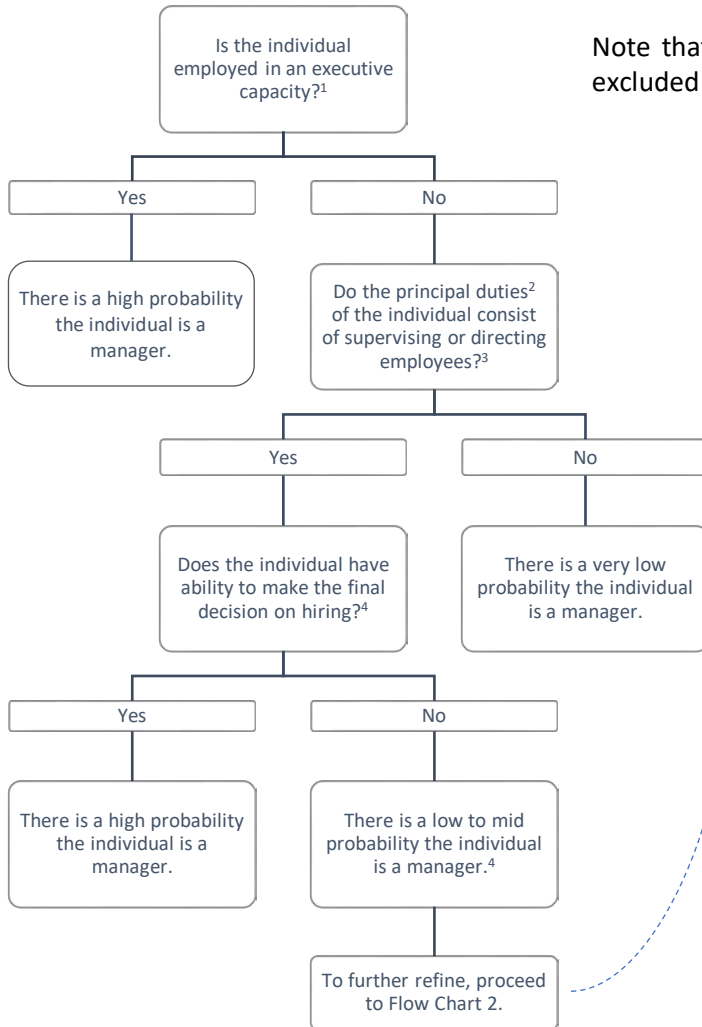


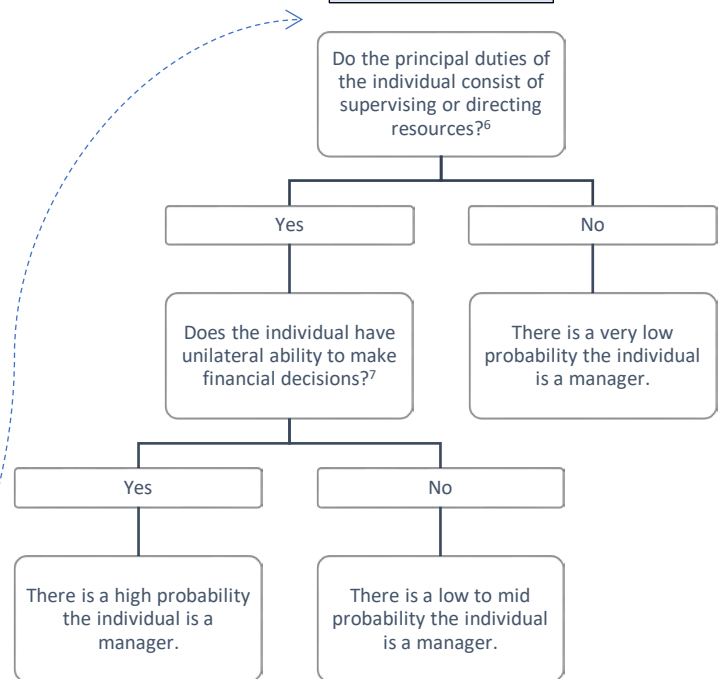
**Flow Chart 1
START HERE**



Start with **Flow Chart 1** and work your way through the questions. If applicable, proceed to **Flow Chart 2**. Refer to the footnotes below for definitions or policy interpretation.

Note that there is a [list of professions and occupations](#) that are excluded from the Employment Standards Act.

**Flow Chart 2
IF APPLICABLE**



¹ [Executives](#) exercise substantial authority in making key decisions critical to the business. Executive Directors, Directors and some Senior Managers would most notably fall within this category.

² Considerations for [principal employment duties](#): Amount of time spent supervising and directing; Person's employment duties and the reasons for them; Degree to which the person exercises management power and authority and its impact on the business; Priority placed on the responsibilities by the employer; Nature and size of the business.

³ Elements of [supervising and directing](#): Control and Direction; Directing how the work is to be performed; Ensuring company policies are followed; Implementing discipline; Authorizing overtime, time off or leaves of absence; Calling employees in to work; Altering work processes; Establishing or altering work schedules; Training employees; Committing or authorizing the use of company resources.

⁴ Importance of hiring responsibility: Once you have established the individual's duties do in fact consist of supervising and directing human resources, the next criteria will be involvement in the hiring process. This criteria will allow you to gauge the degree of responsibility exercised by the individual. The more responsibility one has, the greater the probability the individual is a manager.

⁵ If the person does not make hiring decisions, we will need to establish that the individual manages/supervises a significant number of employees and that the exercise takes significant time.

⁶ [Other resources](#) may include financial resources such as budget planning, implementation, monitoring, and evaluation; or material resources such as product or services, research and development, and marketing.

⁷ The size of the budget is important. The larger the budget, greater the probability the person is a manager. Managing petty cash would not constitute managing a budget.

