



COURSE OUTLINE

COURSE NUMBER:	DPS 51115 1902
COURSE NAME:	Employment and Labour Law
COURSE PRE-REQUISITE(S):	Principles of Human Resource Management
INSTRUCTOR:	Paul Therrien
INSTRUCTOR CONTACT:	paulrt@mymts.net
DATES AND TIME:	September 12 – November 28, 2019 12 Thu, 6:00 p.m. – 9:00 p.m.
EXAMINATION DATES:	Final Exam (Instructor Supervised) November 28, 2019 6:00 p.m. – 9:00 p.m.

Authorized equipment for all exams will be pens, pencils, and eraser. Unauthorized equipment or material will include all electronic devices, including cell phones and written course material. Your instructors may authorize additional material or equipment for this course.

Photo ID will be required for all PACE exams.

TECHNOLOGY REQUIREMENTS:	Laptop required
REQUIRED READINGS:	Employment Law for Business and Human Resources Professionals, 4th Edition, Kathryn J. Filsinger

Consult the bookstore [website link](#) for the most recent textbook edition

NEXUS:

Course materials, resources and assignments will be posted on Nexus, the online course management system, supporting the delivery of this course. Please use your WebAdvisor username and password to log in to Nexus system to retrieve these materials and to access important class communication. Not all part-time courses are posted on Nexus; if not, materials, if applicable, are available in class.

COURSE DESCRIPTION:

Navigating employment and labour law can be a challenge for the HR layperson. This course will provide students with an overview of the legal framework for effective human resource management and for compliance with relevant laws and legislation. Topics include significant federal and provincial legislation affecting human resource management, as well as, other common law concerns that affect human resource management. The course will also help students understand how these legal requirements impact the employment contract and performance management process.

DISCLAIMER:

Please consider this course outline as a general guide. Time constraints and other unforeseen factors may require some adaptation of the course materials.

LECTURE SCHEDULE:

SCHEDULE DATES	LECTURE TOPICS	READINGS
Sep 12, 2019	Introductions, Administrative matters, Overview of Legal Framework in Canada	Chapter 1 – Legal Framework
Sep 19, 2019	Human Rights Issues during the Hiring Process and after. Other Issues when Hiring NO QUIZ	Chapter 2 – Human Rights Issues: during hiring Chapter 5 – Human Rights Issues: Duty to Accommodate, Harassment, Accessibility Standards ing
Sep 26, 2019	Common Law Issues Quiz #1 – Chapter 1, 2,and 5	Chapter 3 – Common Law Issues
Oct 3, 2019	The Employment Contract NO QUIZ	Chapter 4 – The Employment Contract

Oct 10, 2019	The Employment Standards Code – MB Quiz #2 – Chapter 3 and 4	Chapter 7 – Employment Standards Act – Text is ON based, we will be dealing with MB laws.
Oct 17, 2019	The Labour Relations Act Unionization, collective bargaining Assignment #1 due	See notes on Nexus Labour Relations Act - MB
Oct 24, 2019	Various employment issues: policies, performance appraisals, probation, layoffs, discipline, absenteeism, vicarious liability Quiz #3 – Chapters 7 plus Labour Relations Act - MB	Chapter 11 – Navigating the Employment Relationship
Oct 31, 2019	Privacy – The Privacy Act – MB Personal Information and Protections of Electronic Data Act (PIPEDA) NO QUIZ	Chapter 10 – Privacy Inside and Outside the Workplace
Nov 7, 2019	Resignations and Retirements & Dismissal with Cause Quiz #4 – Chapter 10	Chapter 12 – Resignation & Retirement Chapter 13 – Dismissal with Cause
Nov 14, 2019	Dismissal without cause Assignment #2 due	Chapter 13 – Dismissal without cause
Nov 21, 2019	Social Media, Cannabis in the workplace, Wrap-Up Review for the Exam	
Nov 28, 2019	Final Exam (Instructor Supervised) 6:00 – 9:00 pm Maximum time allowance: 3 hours	

Remember to complete your course evaluation immediately after this course is complete. We take your feedback very seriously and use it to continually improve our courses and programs.

- **Full time course evaluations are available on NEXUS**
- **Part time and online course evaluations will be emailed to you**

VOLUNTARY WITHDRAWAL:

Students can voluntarily withdraw from a course up to the 75% point in a course without any academic penalty. Note that this does not include the hours for the invigilated exams. It is the student’s responsibility to withdraw this course to ensure no academic penalty is incurred. Please consult the Registration Office or Academic Advisor for a **Request for Voluntary Withdrawal** form.

METHOD OF EVALUATION:

VALUE	ITEM OF WORK	DUE DATE
5%	Participation	
60%	There will be 4 in class quizzes worth 10 points each. And 2 written assignments worth 10 points each	
35%	Final Exam	

All applicable assignments must be typed, as well as formatted and referenced according to APA 6th Edition specifications. See the policy on the UWINNIPEG Academic Writing Standards.

MINIMUM GRADE:

Students must receive a minimum grade of “C”, or better, in all courses within the program requirements to graduate.

PARTICIPATION:

Participation is an important component of a meaningful learning process. Contributions to class activities, group work, and class discussion will enhance your academic success and contribute to a more positive and productive learning environment. Participation is a reflection of actively engaging in class room work and attentiveness to the contributions of others and the instructor. Participation is also a reflection of being present in the classroom in a timely fashion and not distracting others.

PARTICIPATION GRADE RUBRIC:

GRADE	CHARACTERISTICS / DESCRIPTION
1	Displays most or many of the following: Does not participate in class discussion. Does not ask questions. Does not listen when others speak or interrupts discussion. Is distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations etc.). Is almost never prepared. Misses all or nearly all classes, is late for all, or nearly all, start of the class, or is late returning from breaks.
3	Displays most or many of the following: Is present, but responds minimally when asked directly. Is adequately prepared for class, but does not analyze or provide interpretation. Rarely asks questions, and does not always listen when others speak; is sometimes distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations, etc.). Is often absent or often late for the start of the class or returning to class after break
5	Displays all or nearly all of the following: Very well prepared – read materials and relates it to other materials (readings, course material, discussions, experiences, etc.). Evaluates and analyzes material, and offers new and insightful approaches. Significantly contributes to discussion – listens to classmates and provides further analysis to maintain discussion. Very active discussion. Attends every class, is never late for the start of class or returning from break. Is always, or nearly always, attentive to class discussions and the instructor, never uses cell phone, computer or engages in sidebar conversation.

RESEARCH POLICY:

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities as a learning exercise to satisfy course requirements with no intent to publish as research.

POLICY FOR LATE ASSIGNMENTS:

- All assignments will be given a due date.
- Individuals who cannot meet the deadline and have a legitimate reason (i.e., illness supported by a medical certificate relative to the due date), must request an extension in writing from the instructor no later than the 24 hours before the deadline.
- Students who do not receive an extension from the instructor will receive a grade of zero on the assignment if the assignment is not submitted by the due date.
- It is the student's responsibility to retain an electronic copy of ALL assignments submitted for grading.

STUDENT HANDBOOK AND ACADEMIC REGULATION AND POLICY INFORMATION:

Refer to the [Student Handbook](#) for academic and general PACE policies. This information is also available on the UWinnipeg PACE website.

It is the students' responsibility to read the policies outlined in the PACE Student Handbook for all University of Winnipeg Academic regulation and policy information.

ACADEMIC MISCONDUCT:

Please refer to the Academic Misconduct Policy in the most recent version of the University of Winnipeg General Calendar, under Student Discipline, Section 8a, or see:

- [Academic Misconduct Policy](#)
- [Procedures: Academic Misconduct Policy](#)

UWINNIPEG RESPECTFUL LEARNING POLICY:

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

ACADEMIC ACCOMMODATIONS:

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

UWPACE GRADING SYSTEM:

Letter Graded	Percentage	GPA	<u>Pass/Fail</u>
A+	96-100	4.50	P Pass
A	91-95	4.00	F Fail
A-	83-90	3.75	<u>Non-Graded</u>
B+	75-82	3.50	CP Certificate of Participation (75% Attendance)
B	70-74	3.00	NC No Certificate of Participation
C+	66-69	2.50	<u>Special Designations</u>
C	57-65	2.00	I Incomplete
D	50-56	1.00	TC Transfer Credit
F	<50	0.00	S Standing

DISCLAIMER:

Please retain a copy of this course outline for reference purposes and/or future academic endeavor. Note: PACE archives course outlines in PDF format for a period of five years and charges an administrative fee for archived course outline requests.