Law for Human Resources
HURS6010

Course Outline (online)

Description:

This online course will introduce students to some of the basic legal concepts that are fundamental to human resources issues, including employment contracts, human rights, and termination issues. You will become familiar with legislative provisions relating to employment law and understand the role of the courts and various tribunals in interpreting and applying those provisions to everyday situations. You will use case studies to learn how to analyze issues and determine the appropriate legal principles to be applied in solving problems. You will improve your communications skills to clearly understand and express legal issues to other stakeholders in an organization, to problem solve and ensure compliance with legal requirements.

Course Goals:

- To enhance understanding of the Canadian legal context and basic substantive employment law;
- To assist students identify and apply the policy rationales underlying employment laws;
- To develop and foster legal risk identification and mitigation skills; and
- To promote the development of analytical and communication skills necessary to understand the law, apply it to common fact patterns, and communicate legal reasoning to others.

Course Objectives: At the completion of this course, the student will be able to:

- Identify basic legal concepts related to human resources issues;
- Apply those concepts in developing strategies to prevent problems from arising and to deal with issues as they arise;
- Analyze situations that arise in the context of an HR practice and determine the legal issues relevant to dealing with the situation;
- Provide knowledgeable instructions to, and receive and apply advice from legal counsel in the course of an HR practice.

Text:

TBA

Evaluation:

Weekly Online Participation	15%
Weekly Quizzes (9 in total)	10%
One Individual Assignment	10%
*Two (2) Group Case Studies	15% (7.5% each)
Mid Term	20%
Final exam	30%

* Instructions for the Individual Assignment and Group Case Studies will be distributed during the course.

**Please note: if this course is being taken as part of the Human Resources Professional

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Association's (HRPA) Certified Human Resources Professional (CHRP) coursework requirement, a minimum grade of 50% or higher is required on this final exam to gain credit for the course.

Grading:

A+	90-100	One could scarcely expect better from a student at this level
A	80-89	Superior work which is clearly above average
B	70-79	Good work, meeting all requirements, and eminently satisfactory
C	60-69	Competent work, meeting requirements
D	50-59	Fair work, minimally acceptable
F	below 50	Fail

**Please note: a minimum overall grade average of 70% is required, with no individual course grade lower than 65% to complete the Diploma in Human Resources. Students must obtain an average of 70% in all ten required courses with no individual course grade below 65% to progress to practicum.

Participation Grading Chart:

Participation grades are pulled from student forum discussions and weekly interactive polls.

The following chart will act as a guide for assessing student participation in the course.

Grade	Criteria
9-10	The student participates frequently and in a manner which indicates active engagement with and critical reflection on the course material. The student actively contributes in a positive manner that demonstrates critical thinking skills; the responses often offer new perspectives on course material and spark discussion.
7-8	The student participates consistently in a manner which demonstrates understanding of the course material, and regularly responds to the contributions of others.
6	The student provides infrequent relevant contributions and occasionally offers new ideas.
5	The student's contributions are inconsistent in both quality and relevance. The student does not offer any new ideas, and responses to fellow students are few.
4	The student rarely participates, rarely provides responses, and rarely responds to the comments and contribution of others. The student is rarely involved in group or class discussions.
0-3	The student never participates, does not respond to the comments or contributions of others, and does not offer their opinion or ideas. The student only contributes when specifically asked by the instructor.

Policy on Cheating and Academic Misconduct:

Academic honesty is a cornerstone of conduct at Western University. Similarly, integrity and ethics are foundational principles of the Canadian legal system. We cannot have freedom of expression without

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integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on "Scholastic Offences" in the current University Academic Calendar, or on the web at http://www.westerncalendar.uwo.ca. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University's code of conduct.

Code of Student Conduct:

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: http://www.uwo.ca/univsec/pdf/board/code.pdf.

Plagiarism:

All required assignments may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (http://www.turnitin.com).

Statement on Professionalism:

Students enrolled in this program are expected to maintain standards of professionalism consistent with those in the workplace. Given that this is an online course, this primarily means professional, well-edited, respectful and polite online communication and good online etiquette. Students are expected to actively contribute and participate in groupwork (when assigned), to be punctual for any scheduled live meetings, and to be respectful of the instructor's time and the time of their colleagues. Please consult your instructor if you require clarification on these standards and their interpretation for a specific course.

Policy on Late Assignments:

10% per day deduction, including weekends, up to a maximum of 5 days, after which assignments will not be accepted and a grade of zero will be assigned unless documentation for accommodation has been provided in advance.

Policy on Attendance:

This being an online course, most of the coursework is performed at your own pace using online weekly learning modules that you can access at your convenience. As such, the traditional concept of attendance is generally replaced by the course's focus on online participation. That said, you are responsible for keeping on top of the course material, completing weekly readings, quizzes and forum discussions, and completing your assignments and group case studies.

Tests and Exams:

Tests and examinations in this course will be conducted using the remote proctoring service, Proctortrack. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. More information about this remote proctoring service is available in the Online Proctoring Guidelines at the following link: https://www.uwo.ca/univsec/pdf/onlineproctorguidelines.pdf.

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Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. Information about the technical requirements are available at the following link: https://www.proctortrack.com/tech-requirements/.

Requesting Academic Accommodation:

We recognize that, from time-to-time, and for varied reasons, students may require accommodation for assignments, tests, or other academic responsibilities. The following information should be used as a guideline for you to balance fairness with personal accountability as you work to fulfill course and program requirements. If you have any questions about these details, please contact the Program Manager.

- If you have disability-related accommodation needs, Services for Students with Disabilities (SSD) plays a central role in Western's efforts to ensure that its academic programs are accessible for students with disabilities at the graduate and undergraduate levels. SSD arranges academic accommodation for classes, exams, internships and other course or program activities. To request academic accommodation for medical/disability-related needs, contact SSD to meet with a counsellor to discuss your accommodation needs as soon as possible. SSD can be reached at 519-661-2147 or ssd@uwo.ca. *Note that accommodation from previous studies does not transfer to Diploma/Certificate programs.*

- If you require accommodation for other human-rights based needs, please contact your instructor directly with your accommodation request.

- Approval of non-medical or non-human rights based accommodations is at the discretion of course instructors, who may consult with the Program Manager in some circumstances.

- If you require accommodation for a short-term medical issue, please follow the Accommodation for Illness – Undergrads policy available through the Academic Policies section of the University Secretariat website. You may also contact the Program Manager directly for assistance with this policy.

How often will the instructor communicate with me?

E-mails received through OWL will be responded to within 24 hours. The instructor will be available to meet with students by phone/video-chat appointment at a mutually agreeable time.

How do I hand in assignments?

All assignments will be submitted electronically through OWL using the assignment tool. Failure to meet deadlines without the instructor's written permission will be subject to the late assignment policy. It is the student's responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience difficulty in submitting assignments through OWL, you are responsible for contacting the instructor and arranging an alternate method of delivery (e.g. e-mail attachment) for the assignment.

When will I receive my grades?

Assignments will be marked, and the grades available, as soon as possible after they are due. Final grades will be available within two weeks after the last scheduled day of the course and can be viewed through the Student Centre account https://student.uwo.ca.

Students taking this course for professional development or as a sample course prior to apply to the program can print a grade report from myWCS.

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Course Schedule:

**Please note that additional readings (including cases) will be posted for each week on OWL in addition to the below.

Unit	Topic and Learning Objectives	Readings and Preparation
1	Course Introduction – Introduction to Canadian legal system Learning Objectives: • To obtain a basic understanding of the Canadian legal system and the manner in which it interacts with Human Resources issues **Assignment Distributed – due anytime before March 14**	Read Ch. 1 of text
2	Creating the Employment Relationship – human rights and common law issues in recruitment and hiring Learning Objectives • Understand how the *Human Rights Code* applies to the hiring process • Understand common law issues which can arise during hiring process	Read Ch. 2 & Ch. 3 of text
3	**Group Case Study #1** Creating the Employment Relationship – the employment contract Learning Objectives • Understand basic principles of contract law and how employment contracts are interpreted differently • Understand specific issues in employment contracts	Read Ch. 4 of text
4	Managing the Employment Relationship – Human rights Learning Objectives • Understand the test for discrimination under the *Human Rights Code* and discriminatory harassment • Understand the duty to accommodate	Read Ch. 5 of text
5	Managing the Employment Relationship – Pay equity and employment standards Learning Objectives • Understand statutory pay equity issues	Read Ch. 6 & Ch. 7 of text

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	• Understand the key minimum employment standards arising under the *Employment Standards Act, 2000*	
6	Managing the Employment Relationship – Occupational health and safety & workers' compensation Learning Objectives • Understand employers' and employees' rights and obligations under occupational health and safety legislation and workers' compensation legislation	Read Ch. 8 & Ch. 9 of text
7	**Mid Term** Managing the Employment Relationship – Other issues that arise during employment Learning Objectives • Understand privacy issues, importance of HR policies and procedures, performance/behaviour management, vicarious liability, and changes to terms of employment	Read Ch. 10 & Ch. 11 of text
8	Terminating the Employment Relationship – Resignation & retirement, *ESA* minimum termination entitlements Learning Objectives • Understand the issues that arise during an employee resignation or retirement • Understand the minimum termination entitlements of employees under the *ESA* **Individual Assignment Due March 14**	Read Ch. 12 & Ch. 14 of text
9	Terminating the Employment Relationship – Common law Learning Objectives • Understand the legal concepts of "without cause" and "just cause" dismissals • Review employers' obligations at common law when dismissing an employee • Understand the differences between *ESA* minimum standards and common law entitlements	Read Ch. 15 & Ch. 13 of text
10	**Group Case Study #2** Severance Packages and post-employment issues Learning Objectives • Understand the issues when preparing severance packages	Read Ch. 16 of text

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	• Understand post-termination employee and employer obligations	
11	Problem Solving & Course Review Learning Objectives • Understand how legal knowledge can and should influence business decision-making and risk management	
12	**Final Exam**	

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