COURSE SYLLABUS

COURSE TITLE:	BUS 311 Employment Law
CLASS SECTION:	D01
TERM:	Fall 2024
COURSE CREDITS:	3
DELIVERY METHOD(S):	Online, asynchronous – No set class time
	14 Weeks

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's Territorial Acknowledgement.

IMPORTANT REQUIREMENT: Mandatory Attendance (Participation) for First Week of Course:
This section of BUS 311 requires mandatory attendance (participation) for the first week of the course. If you do not attend, and do not provide the instructor with a reasonable reason in advance, you will be removed from the course and the space will be offered to the next waitlisted student. Because this class is asynchronous, and you do not physically attend class, in order to retain your space in this class you are required to post your introduction to the Introduction & Contact Information discussion forum (accessible once the course is open) **by Thursday night (Sept 5th at 11:59 pm)**. *Anyone who has not posted an introduction will be deemed to have not attended the class and the seat will be offered to the next waitlisted student.*

For more information, please see the "Attendance" section under "Registration Policies for Students" Registration Policies for Students | Camosun College.

INSTRUCTOR DETAILS

NAME:	Robert (Bob) Downie (he/him)
EMAIL:	downier@camosun.ca
OFFICE:	Virtual (Collaborate)
PHONE:	Office-250-370-4130 Cell-250-883-3311
HOURS:	By appointment (virtual office)
	Please email me for an appointment *well in advance* of due dates for assignments

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course examines the legal relationship between employers and employees, as defined by common law and statute law. Topics include human rights, employment standards, contracts and HR policies, privacy, wrongful dismissal and just cause for termination. While the topics apply to both union and non-union environments, the collective bargaining relationship between unions and employers is not examined.

PREREQUISITE(S)

Must be completed prior to taking this course. All of:
- C in BUS 210

And one of:
- C in BUS 276
- C in BUS 318
- Bachelor degree from a recognized post-secondary institution

COURSE LEARNING OUTCOMES / OBJECTIVES

1. Identify the role of administrative agencies as they affect the workplace, including the Human Rights Tribunal and the Employment Standards Branch, and to anticipate when these agencies would be involved in the workplace.
2. Assess when a contract of employment exists as opposed to an independent contract of service and to assess the contractual and legal ramifications between the two.
3. Identify the typical terms of an employment contract and what makes the contract binding and draft basic terms.
4. Identify specific statutes and regulations relevant to the workplace and how they affect the employment relationship, including but not limited to, the Employment Standards Act, and BC Human Rights Code, and to apply their relevance to specific workplace situations.
5. Identify the respective common law obligations that are owed between employers and employees in the employment contract.
6. Identify and apply the legal obligations of an employer when terminating a worker, whether such termination is for just cause or not, and what notice of termination – if any – must be given to a dismissed worker.
7. Evaluate the ways in which employers can be liable for discrimination against workers and, applying the terms of human rights legislation to specific work situations, determine what constitutes such things as a *bona fide* occupational requirement, and the employer's duty to accommodate a worker alleging discrimination.
8. Assess the limits of vicarious liability of employers for their worker's torts and other wrongdoing when they are conducted within the scope of the worker's employment duties.
9. Apply existing affirmative action requirements in human rights legislation, including the Canadian Charter of Rights and Freedoms, to specific workplace situations.
10. Identify ways in which privacy rights of workers must be respected and protected by employers.
11. Assess workplace equity issues particularly gender differences and unequal pay for equal work.
12. Identify the role of Social Media in the workplace and evaluate its appropriate use.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Text: Williams-Whitt, K., Letourneau, A. Schmaltz, TJ., Anderson, R., & Filsinger K.J. (2020). *Employment Law for Business and Human Resource Professionals: Alberta and British Columbia.* 4th edition. Toronto: Emond Montgomery Publications Limited. ISBN 978-1-77255-615-5

A microphone, reliable internet, and video camera are required for this class.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

CLASS/ DATE	TOPIC (Guideline)
Topic 01: Week 1 Start - Sept 3	Introduction to course, format and assessments **Chapter (Ch.). 1 Overview of Employment Law** Introduction Discussion Post Due Thursday (Sept 5)
Topic 02: Week 2 Start - Sept 9	**Ch. 2 Provincially Regulated Employers – Common Law**
Topic 03: Week 3 Start - Sept 16	**Ch. 5 The Employment Contract**
Topic 04: Week 4 Start - Sept 23	**Ch. 6. ESA** Team Project Launch; cases and assignment posted; groups organize and first meeting occurs during this week
Topic 05: Week 5 Start - Sept 30	**C. 7 Human Rights** – Term Test Review & 1st Discussion Post (by noon on Oct 3)
Term Test 1: Week 6 Start - **Oct 7**	*Term Test 1 in D2L- Covers Chapters 1, 2, 5, 6, & 7 (25%)* *Test is on D2L and is available for you to take anytime between noon (12pm) on October 8 to noon (12pm) on October 10th.* *Once you start you have 80minutes to complete the test.*
Topic 06: Week 7 Start - Oct 14	**Ch.10 Privacy**
Topic 07: Week 8 Start - Oct 21	**Ch. 12 Resignation & Retirement**
Topic 08: Week 9 Start - Oct 28	**Ch. 11 Navigating the Employment Relationship** Human Rights Cases due by 11:59 pm <u>on Nov 1st</u>
Topic 09: Week 10 Start - Nov 4	**Ch. 14 Dismissal without Cause** *<u>Termination Case assigned – sign-up open for self-enrolment in pairs until noon on Nov 12th.</u>*
Topic 10: Week 11 Start - Nov 11	**Ch. 13 Dismissal with Cause**
Topic 11: Week 12 Start - Nov 18	**C. 15 Post Employment Obligations** Term Test Review & 2nd Discussion Post (by noon on Nov 21st)
Term Test 2: Week 13 Start - **Nov 25**	*This test is on Chapters 10, 11, 12, 13, 14 and 15 of the text. (25%)* *It is on D2L and is available for you to take anytime between noon (12pm) on November 26th to noon (12pm) on November 28th.* *Once you start you have 80 minutes to complete the test.* Termination case (pairs) due by 11:59 pm <u>on Nov 29th</u>
Topic 12: Week 14 start - Dec 2	**Review of Termination case, Investigations & Natural Justice**

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Pairs Assignment • Termination Package	25%
Team Assignment • Human Rights Case	20%
Term Tests • 2@ 25% each	50%
Discussion Posts (2@2.5% each)	5%
TOTAL	**100%**

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

WORKLOAD:
You are expected to consult the course website, read the materials for each topic, watch the videos, read the chapters in the textbook, attend all meetings of the class, including group meetings, develop study notes, and prepare for your examinations.

INSTRUCTION METHOD:
This is an asynchronous course. Students complete the readings and responsibilities listed for each topic in the course outline. Classes will include readings, videos, class discussions, team meetings, term-tests and additional weekly on-line work/readings. There is a team project and pairs project. Since some topics included in the course text are also addressed in other courses, <u>we do not cover Chapters 3, 4, 8 and 9.</u>

COURSE GUIDELINES & EXPECTATIONS

See the course D2L site for assignment instructions and grades, rubrics, course materials, and handouts for class. Important information will be posted in the course **News**; <u>ensure you read each item.</u> Due date reminders also appear on the course home page. If you have any questions or concerns, please ask!

SCHOOL OR DEPARTMENTAL INFORMATION

School of Business Academic Honesty Guidelines

The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of these guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is the **student's responsibility** to become familiar with the [guidelines](#), definition, and consequences of academic dishonesty.

[School of Business Academic Honesty Guidelines](#)

Acts of academic dishonesty include, but are not limited to:
- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.

Use of AI-Based Writing Tools

This is specifically about ChatGPT but applies to using any artificial intelligence technology in this class. ChatGPT is an AI-based language model that can generate human-like text and is available to students in this course. However, its use is limited to idea generation only. The purpose of this section is to outline the guidelines for using ChatGPT in this course and to specify the restrictions on its use.

- Students may use ChatGPT or other AI-based language models to assist with generating ideas or writing prompts, but the final product must be their own original work. It is essential that students recognize the importance of generating their ideas and thoughts to enhance their critical thinking, problem-solving, and decision-making skills. Therefore, the use of ChatGPT should be seen as a supportive tool, rather than a replacement for students' ideas and efforts.
- Students are not permitted to use ChatGPT or other AI-based language models to complete assignments or exams. Any use of ChatGPT or other AI-based language models for such purposes will be considered academic dishonesty and will result in appropriate action being taken, in line with the College's academic integrity policies.
- If using ChatGPT or other AI-based language models to generate ideas, students must cite the use of ChatGPT or other AI-based language models in their work, following the style guidelines for the course.
- Students are responsible for understanding the limitations and potential biases of ChatGPT and other AI-based language models and for critically evaluating their output.
- The use of ChatGPT or other AI-based language models is not a substitute for participating in class discussions or completing course readings.

If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.

Assignments & Exams

Assignment Formatting

The School of Business uses **APA style** for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See https://camosun.libguides.com/apa7

- *Submit all assignments into the D2L drop box by your last name.*
- *In text citations for quotes, paraphrasing, and references must be consistent with APA standards.*
- *Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.*
- **All submitted work must be properly referenced to sources.**

a. Students must submit their assignments on the due date. A grade of zero will be assigned to late submissions. There are no additional assignments or make up exams of any kind if you performed poorly on an assignment, term tests or exams.

b. EXAM DATES WILL NOT BE RESCHEDULED. Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances which must be submitted and then accepted by the instructor. Please advise your instructor **promptly**.

c. Students registered through the Centre for Accessible Learning (CfAL) should discuss timelines with their instructors **at the beginning of each semester.**

d. Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes from chiropractors, massage therapists, etc., will not be accepted. Electronic notes will not be accepted. Medical documentation must be received no later than 1 week after the student's absence.

e. Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the College's Student Conduct Policy.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit http://camosun.ca/students/.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid

Support Service	Website
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the Centre for Accessible Learning (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: http://camosun.ca/services/accessible-learning/

Academic Integrity

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/fees/#deadlines.

Grading Policy

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf for further details about grading.

Grade Review and Appeals

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: https://camosun.ca/about/camosun-college-policies-and-directives

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.