

COURSE SYLLABUS



COURSE TITLE:	BUS 313 Employee and Labour Relations
CLASS SECTION:	001
TERM:	Fall 2024
COURSE CREDITS:	Tuesdays 11:30 – 2:20 pm
Classroom:	Centre for Health & Wellness 350

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](#).

For COVID-19 information, please visit <https://legacy.camosun.ca/covid19/index.html>.

INSTRUCTOR DETAILS

NAME: Chris Hardcastle
EMAIL: HardcastleC@camosun.ca
OFFICE: CBA 236

OFFICE HOURS: Tuesdays – 10:30-11:30am; Wednesdays – 4:30-5:45pm; Thursdays – 12:30am – 2:30pm

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 provides learners will an in-depth view of the traditions, issues, and future trends in employee and labour relations in Canada. Students will learn the legal frameworks and systemic processes including an analysis of pertinent sections of the BC Labour Code. Emphasis will be placed on how employers and trade unions can effectively manage their legal duties and obligations while maintaining productive union-management relationships. In large simulations, students will practice collective bargaining, contract interpretation and analysis of the arbitration process.

Prerequisites

All of:

- C in [BUS 210](#)

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

- Develop and articulate an informed perspective on current on labour relations issues by analyzing them through the LR framework
- Analyze and apply the BC Labour Code to labour relation processes such as unfair labour practices, arbitration, and employee relations
- Interpret and practice the fundamentals of collective bargaining used in the complex negotiation processes to break impasse such as strikes, lockouts, mediation and interest arbitration.

- Evaluate the influence of organizational culture on union-management relationships within a work context and identify future strategies to increase collaboration between parties
- Apply the principles of progressive discipline in analyzing grievance arbitration processes to determine appropriate discipline.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

A microphone, reliable internet, and video camera are required for this class. Suffield, L. & Gannon, G. (2020). *Labour relations, 5th edition*. Toronto, Ontario: Pearson Education.

[British Columbia: Labour Relations Board](#)

[Labour Relations Code](#)

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.

WEEK of	Topic	Readings	Activity
Week 1 Sept 3	Intro to Unions and LR/ER History of Unions Framework for Labour Relations	Chapters 1 & 2	Welcome, expectations, overview, introductions
Week 2 Sept 10	Environment, Organizations, Governments, LRB, & Other Parties	Chapters 3, 4, 5 Part 1 Labour Relations Code: Duties of the Code	
Week 3 Sept 17	Union Organizing Drive Certification	Chapter 6 BC Labour Relations Code, Part 3 - Division 1 to 3	Assigned bargaining teams in class. In bargaining groups, choose articles. Identify who is bargaining which articles.
Week 4 Sept 24	Unfair Labour Practices	Chapter 6 BC Labour Relations Code Part 2	
Week 5 Oct 1	The Collective Agreement & Administration of the Collective Agreement (Up to & including Grievances)	Chapter 7 Chapter 10 (pages 215-top of 232) BC Labour Relations Code, Part 3 - Division 1 to 3	
Week 6 Oct 8	Term Test 1 (in class) D2L – Location TBD	This test covers: Chapters 1,2,3,4,5,6,7, and 10 (pages 215- top of 232)	
Week 7 Oct 15	Contract Dispute Resolution (Strikes/Lockouts)	Chapter 8 – Negotiation of the Collective Agreement Labour Relations Code Part 4 – Division 1 to 3 Video on “Negotiating the Collective Agreement”	

Week 8 Oct 22	Contract Dispute Resolution (Strikes/Lockouts)	Chapter 9 BC Labour Relations Code, Part 5 & 6, Strikes, Lockouts and Picketing & Essential Services	Assignment: Bargaining Proposal due in class.
Week 9 Oct 29	Administration of the Collective Agreement – Discipline & Arbitration Part 1. Disciplinary Letter Assigned	Chapter 10 (pages 232-250) BC Labour Relations Code, Part 8	
Week 10 Nov 5	Administration of the Collective Agreement – Discipline & Arbitration Part 2.	Chapter 10 (pages 232-251) BC Labour Relations Code, Part 8	Bring Corrected Proposal to class prepared to discuss Exam Review
Week 11 Nov 12	Term Test 2 (in class) D2L – Location TBD	(Ch 8, 9, & 10)	
Week 12 Nov 19	Bargaining Practice		All class – practice very important class to attend
Week 13 Nov 26	Bargaining Simulation all class <u>Bargaining Simulation during class time</u>		Assignment: Exchange of proposals and bargaining. Proposal pkg (one per team) to be emailed to opposing team AND Instructor at the beginning of class. Green sheet due by noon Nov. 29th.
Week 14 Dec 3	<u>Debrief Bargaining Session. Review of Disciplinary letters</u>		Assignment: Disciplinary letter assignment due

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 notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Term Test 1	25
Term Test 2	25
Bargaining Proposal (20% individual) and exchange (10% individual)	30
Disciplinary letter (individual)	20
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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

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**; ensure you read each item. 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.

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, midterm or final exam.
 - 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 RNs, 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
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.