



COURSE OUTLINE: HRM303 - EMPLOYMENT LAW

Prepared: Stephanie Bifano

Approved: Bob Chapman - Dean

Course Code: Title	HRM303: EMPLOYMENT LAW
Program Number: Name	2041: BUSINESS - H.R.
Department:	BUSINESS/ACCOUNTING PROGRAMS
Academic Year:	2025-2026
Course Description:	In this course, students will be introduced to and explore laws affecting employment in Canada with a focus on Ontario. Students will gain an appreciation for laws in the workplace to ensure efficient and fair operation. Important topics will include employment standards, human rights, legal risk management, employment equity, conditions of employment contracts, occupational health and safety, compensation, and performance evaluation and termination.
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course:	<p>2041 - BUSINESS - H.R.</p> <p>VLO 1 participate in the recruitment, selection, and retention of employees</p> <p>VLO 2 participate in performance management* processes</p> <p>VLO 3 participate in the planning, delivery, and evaluation of employee orientation, training, and development programs</p> <p>VLO 4 contribute to an organization's success through effective employee relations</p> <p>VLO 5 assist with the administration and communication of the organization's total compensation plan</p> <p>VLO 6 participate in organizational health and safety policies and practices</p> <p>VLO 10 plan and act on personal professional development plans to achieve ongoing competence in human resources professional practice</p>
Essential Employability Skills (EES) addressed in this course:	<p>EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>EES 6 Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>EES 9 Interact with others in groups or teams that contribute to effective working</p>



relationships and the achievement of goals.

EES 11 Take responsibility for ones own actions, decisions, and consequences.

Course Evaluation:

Passing Grade: 50%, D

A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

Books and Required Resources:

Employment Law for Business and Human Resources Professionals by Kathryn J. Filsinger
Publisher: Emond Publishing Edition: 5th Edition
ISBN: 978-1-77462-443-2
EBook: <https://www.vitalsource.com/>

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Examine the judicial and legal framework of Ontario's employment laws and how employment standards are a fundamental part of the employer-employee relationship.	1.1 Discuss the key employment statutes in Ontario and the decision-making processes. 1.2 Examine the minimum standards under the Ontario Employment Standards Act, 2000. 1.3 Use online resources to locate relevant statutes and case law. 1.4 Distinguish between the types of employment relationships and their legal implications
Course Outcome 2	Learning Objectives for Course Outcome 2
Analyze the various terms and conditions of employment and the contents of employment contracts.	2.1 Examine the key elements necessary to create a contract - offer, acceptance, consideration. 2.2 Evaluate the benefits of a well-drafted written contract and identify common contractual terms. 2.3 Assess how legal problems can be minimized with written contracts. 2.4 Examine how employment contracts are interpreted and enforced.
Course Outcome 3	Learning Objectives for Course Outcome 3
Explore human rights and equity issues in the workplace.	3.1 Examine Ontario's Human Rights Code and what constitutes discrimination. 3.2 Discuss the practical implications of the duty to accommodate, the concept of undue hardship, and methods and forms of accommodation. 3.3 Examine the employer's obligations with respect to workplace harassment and accessibility. 3.4 Identify the different laws relating to equity in the workplace and examine the steps for achieving and maintaining equitable compensation practices.
Course Outcome 4	Learning Objectives for Course Outcome 4
Examine why workplace health and safety should be a top priority for employers.	4.1 Identify the duties of workplace parties under the Occupational Health and Safety Act (OHSA). 4.2 Examine the internal responsibility system, worker's rights and the role of the Joint Health and Safety Committee (JHSC).



	4.3 Discuss an employer's obligations regarding workplace violence and workplace harassment. 4.4 Discuss an employer's responsibilities regarding accident and injury reporting, accident investigation procedures, administration and enforcement.
Course Outcome 5	Learning Objectives for Course Outcome 5
Examine the potential issues that can arise and human resource practices for the ongoing management of the employer-employee relationship.	5.1 Discuss the purpose and contents of an employee handbook/policy manual. 5.2 Examine the impact of changes to an employment contract during the course of employment. 5.3 Identify strategies to manage employee performance and conduct. 5.4 Examine attendance management and how absences caused by disabilities should be handled.
Course Outcome 6	Learning Objectives for Course Outcome 6
Compare the end of the employment relationship - resignation, retirement, and termination of employment in Ontario.	6.1 Identify some potential legal issues that can arise from a resignation or retirement and the role of an exit interview. 6.2 Assess the grounds and requirements for a dismissal with cause, and the establishment of just cause under the common law. 6.3 Examine termination and severance pay requirements under the ESA. 6.4 Compare dismissal without cause, wrongful dismissal, constructive dismissal and the potential damages that can result.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Create an Employment Contract	20%
Human Rights Case Examination - Reflective Paper	30%
Occupational Health and Safety Discussion Forum	15%
Semester End Participation Assessment	10%
Termination of Employment - Cumulative Evaluation	25%

Date:

August 14, 2025

Addendum:

Please refer to the course outline addendum on the Learning Management System for further information.

