Contents

*Note: This table of contents is a summary. Detailed tables of contents follow each tab divider.*

Foreword Foreword 1

About the Authors Authors i

Table of Contents Table of Contents i

Acronyms & Abbreviations Acronyms i

Introduction Introduction 1

volume one

TAB I Employment Law: The Basics

Tab I AUTHORS Tab I Authors i

I-1 EMPLOYMENT LAW: THE BASICS I – 1.A 1

A. The Arena: Jurisdiction and Sources of Law I – 1.A 1

1. Jurisdiction I – 1.A 1

*Summary of Jurisdiction* I – 1.A 4

2. Sources of Law I – 1.A 5

*Summary of Sources of Law* I – 1.A 7

B. The Rules: Rights and Obligations of Employees and Employers I – 1.B 1

1. The Common Law I – 1.B 1

2. Statute Law I – 1.B 3

C. The Players: Employee and Employer I – 1.C 1

1. The Employment Relationship I – 1.C 1

2. Contract of Services *versus* Contract for Services I – 1.C 4

3. The Common Law Tests I – 1.C 6

4. Statutory Definitions and Implications I – 1.C 29

*Checklist: Employee or Independent Contractor?* I – 1.C 30

5. Other Relationships Defined in Employment Law I – 1.C 31

6. The Employer I – 1.C 34

*Summary of the Employment Relationship* I – 1.C 37

I-2 THE HIRING PROCESS I – 2.A 1

Introduction I – 2.A 1

A. The Selection Process I – 2.A 1

1. Advertisements and Applications for Employment I – 2.A 2

2. The Interview: Statutory and Common Law Considerations I – 2.A 5

*Do’s and Don’ts of the Interview Process* I – 2.A 12

3. References I – 2.A 13

4. Pre-employment Medical Information and Examinations I – 2.A 16

B. General Contract Principles and Common Law Considerations I – 2.B 1

1. Introduction I – 2.B 1

2.Offer, Acceptance, and Consideration I – 2.B 1

3. Enforceability Considerations I – 2.B 6

*Checklist: General Principles and the Enforceability of Contracts* I – 2.B 10

C. The Employment Contract I – 2.C 1

1. Oral Contracts vs. Written Contracts I – 2.C 1

2. Written Contracts: Some Standard Terms I – 2.C 1

3. Restrictive Covenants: Non-Competition, Non-Solicitation, and Confidentiality Covenants or Agreements I – 2.C 5

*Do’s and Don’ts for Drafting a Restrictive Covenant* I – 2.C 18

I-3 MANAGING THE EMPLOYMENT RELATIONSHIP I – 3.A 1

A. Probation I – 3.A 1

1. The Basics I – 3.A 1

2. Dismissal Without Cause During Probation I – 3.A 3

3. The Standard to Justify Dismissal I – 3.A 4

4. Damages for Dismissal of a Probationary Employee Without Cause I – 3.A 8

5. Extension of Probation I – 3.A 8

*Summary of Probation* I – 3.A 11

B. Policy Manuals, Procedures, and Workplace Rules I – 3.B 1

1. The Basics I – 3.B 1

2. New Employees I – 3.B 2

3. Current Employees I – 3.B 3

4. Policies in Practice I – 3.B 4

5. Mandatory Retirement I – 3.B 7

*Checklist: Policy Manuals, Procedures, and Workplace Rules* I – 3.B 10

C. Performance Reviews and Evaluations I – 3.C 1

1. The Basics I – 3.C 1

2. The Format for the Evaluation I – 3.C 1

3. Considerations on Drafting a Performance Evaluation I – 3.C 2

4. The Substantive Requirements I – 3.C 3

*Checklist: Performance Reviews and Evaluations* I – 3.C 6

D. Considerations on Discipline or Promotion of Employees I – 3.D 1

1. The Basics I – 3.D 1

2. The “Unpromotable” Employee I – 3.D 1

3. Refusal or Failure to Promote an Employee I – 3.D 2

4. Considerations at the Time of Promotion I – 3.D 3

*Checklist: Considerations on Promotion* I – 3.D 4

5. The Institutions of Discipline I – 3.D 5

6. Verbal and Written Warnings I – 3.D 6

7. Demotion as Disciplinary Measure I – 3.D 7

8. Suspension as Disciplinary Measure I – 3.D 11

*Checklist: Considerations on Employee Discipline* I – 3.D 15

E. Privacy in the Workplace: Monitoring, Surveillance, and Testing I – 3.E 1

1. The Basics I – 3.E 1

2. Testing of Employees I – 3.E 1

3. The Employer’s Right to Information I – 3.E 2

4. Statutory Provisions Regarding Privacy Rights I – 3.E 5

5. Use of Privacy Policies I – 3.E 8

6. Employee Consent to Limitations on the Right to Privacy I – 3.E 10

*Checklist: Privacy in the Workplace* I – 3.E 10

F. Condonation I – 3.F 1

1. The Basics I – 3.F 1

2. Knowledge of Employer I – 3.F 2

3. Reasonable Time to Act I – 3.F 3

4. Actions Found to Constitute Condonation I – 3.F 5

5. Impact of Continuing Poor Behaviour I – 3.F 7

*Summary of Condonation* I – 3.F 8

I-4 WITHDRAWAL FROM THE EMPLOYMENT RELATIONSHIP I – 4.A 1

A. Resignation I – 4.A 1

1. Introduction I – 4.A 1

2. The Elements of a Valid and Enforceable Resignation I – 4.A 2

3. The Requirement of Clear and Unambiguous Language I – 4.A 5

4. The Employee’s Requirement to Provide Reasonable Notice I – 4.A 9

5. Wrongful Dismissal Arising out of Valid Resignations I – 4.A 12

*Summary of Employee Resignation* I – 4.A 15

B. Retirement I – 4.B 1

1. Introduction I – 4.B 1

2. Retirement at Common Law I – 4.B 1

3. Retirement as a Form of Constructive Dismissal? I – 4.B 8

4. Retirement Considerations Under Human Rights and Employment Standards Legislations I – 4.B 9

*Summary of Retirement* I – 4.B 14

C. Sale of Employer’s Business I – 4.C 1

1. Introduction I – 4.C 1

2. Traditional Common Law Rules I – 4.C 2

3. Sale of Business and the Doctrine of Mitigation I – 4.C 6

4. The Statutory Provisions I – 4.C 6b

5. Recognition of Past Service: An Implied Term of the Employment Relationship? I – 4.C 7

6. Avoiding Responsibility for Recognition of Past Service I – 4.C 11

*Summary of Sale of Business* I – 4.C 15

D. Insolvency of the Employer I – 4.D 1

1. Bankruptcy and Receivership I – 4.D 1

2. Restructurings I – 4.D 22

*Summary of Bankruptcy* I – 4.D 29

E. Constructive Dismissal I – 4.E 1

1. Introduction I – 4.E 1

2. Unilateral Imposition of Change I – 4.E 4

3. Fundamental/Substantial Changes in Terms of Employment I – 4.E 8

4. Grounds of Constructive Dismissal I – 4.E 9

5. Employer Conduct I – 4.E 30

6. The Employee’s Duty to Mitigate I – 4.E 40

*Summary of Constructive Dismissal* I – 4.E 44

F. Just Cause I – 4.F 1

1. Introduction I – 4.F 1

2. Preliminary Considerations I – 4.F 3

3. Grounds for Just Cause Dismissal I – 4.F 7

4. Post-Termination Considerations I – 4.F 31

*Summary of Just Cause* I – 4.F 33

G. Frustration of Contract I – 4.G 1

1. Introduction I – 4.G 1

2. Grounds for Frustration at Common Law I – 4.G 4

*Summary of Frustration of Contract* I – 4.G 21

I-5 REMEDIES I – 5.A 1

Introduction I – 5.A 1

A. Damages for Wrongful Dismissal I – 5.A 2

1. Reasonable Notice I – 5.A 2

2. Damages for Bad Faith I – 5.A 8

*Do’s and Don’ts to Avoid Bad Faith When Terminating an Employee* I – 5.A 10

3. Recourse for Psychological Harassment I – 5.A 11

4. Determining Remuneration and the Calculation of Damages I – 5.A 12

5. The Employee’s Duty to Mitigate I – 5.A 18

*Summary of Wrongful Dismissal Damages* I – 5.A 22

B. Mental Distress and Aggravated/Punitive Damages I – 5.B 1

1. Mental Distress I – 5.B1

2. Punitive Damages I – 5.B2

3. Aggravated Damages I – 5.B 4

C. Remedial Considerations in Handling a Termination I – 5.C 1

1.Structuring a Termination Package I – 5.C 1

2. Managing the Termination Interview I – 5.C 4

D. Tort Liability I – 5.D 1

1. Introduction I – 5.D 1

2. Defamation I – 5.D 1

3. Intentional Infliction of Mental Suffering I – 5.D 5

4. Negligent Misrepresentation I – 5.D 7

5. Interference with Contractual Relations I – 5.D 9

6. Conspiracy I – 5.D 10

7. Director/Manager Personal Liability I – 5.D 12

8. Employer Liability for the Torts of Its Employees I – 5.D 14

9. Invasion of Privacy I – 5.D 15

*Summary of Tort Liability* I – 5.D 17

E. Injunctive Remedies I – 5.E 1

1. Introduction I – 5.E 1

2. Preliminary Assessment of the Case I – 5.E 3

3. Irreparable Harm I – 5.E 4

4. Balance of Convenience I – 5.E 6

5. Plaintiff Undertaking I – 5.E 6

*Summary of Injunctive Remedies* I – 5.E 7

I-6 DEFENDING A WRONGFUL DISMISSAL CLAIM I – 6.A 1

A. Choosing Employment Counsel I – 6.A 1

B. Steps in the Litigation Process I – 6.B 1

1. Pleadings I – 6.B 1

2. Discovery I – 6.B 8

3. Summary Proceedings I – 6.B 12

4. Small Claims Court I – 6.B 13

5. Costs I – 6.B 14

C. Alternative Dispute Resolution I – 6.C 1

1. Mediation I – 6.C 1

2. Arbitration I – 6.C 3

3. Mediation-Arbitration I – 6.C 4

D. Settlement and Release I – 6.D 1

E. Release Clauses I – 6.E 1

TAB II Provincial Employment Law Legislation Across Canada

Tab II AUTHORS Tab II Authors i

II-1 PROVINCIAL EMPLOYMENT LAWS II – 1.A 1

A. What Employers Are Obliged to Pay II – 1.A 1

1. Introduction II – 1.A 1

2. Minimum Wage (Chart 1) II – 1.A 1

3. Hours of Work and Overtime (Chart 2) II – 1.A 3

4. Statutory Holidays (Chart 3) II – 1.A 10

5. Vacation (Chart 4) II – 1.A 11

6. Method of Payment II – 1.A 12

B. Leaves of Absence II – 1.B 1

1.Maternity Leave (Chart 6) II – 1.B 3

*Frequently Asked Questions* II – 1.B 13

2. Parental Leave (Chart 7) II – 1.B 15

*Frequently Asked Questions* II – 1.B 19

3. Adoption Leave II – 1.B 20

4. Bereavement Leave II – 1.B 21

5. Sick Leave II – 1.B 23

6. Compassionate Care Leave II – 1.B 25

7. Other Leaves II – 1.B 26

C. What to Consider When Terminating Employees II – 1.C 1

1. Termination Pay (Chart 8) II – 1.C 1

2. Payment of Accrued Salary and Benefits II – 1.C 5

3. Temporary Layoff (Chart 8) II – 1.C 5

4. Individual Termination (Chart 8) II – 1.C 6

5. Group Termination (Chart 8) II – 1.C 9

6. Unjust Dismissal: Statutory Remedies II – 1.C 9

D. Other Pitfalls II – 1.D 1

1. Liability of Directors and Officers II – 1.D 1

2. Sale of Business II – 1.D 2

3. Minimum Age (Chart 9) II – 1.D 2

4. Persons with Disabilities II – 1.D 2

5. Offences II – 1.D 3

E. Provincial Employment Law Charts and Concordance II – 1.E 1

TAB III Quebec Labour and employment Law

Tab III AUTHORS Tab III Authors i

III-1 QUEBEC LABOUR STANDARDS III – 1.A 1

A. Wages and the Payment of Wages III – 1.A 1

1. Minimum Wages III – 1.A 1

2. Exceptions to Minimum Wages III – 1.A 2

3. Method of Payment III – 1.A 3

*Summary of Wages* III – 1.A 5

B. Duration of Work III – 1.B 1

1.Workweek III – 1.B 1

2. Coffee Break III – 1.B 2

3. Meals III – 1.B 2

4. Weekly Rest Period III – 1.B 2

5. Overtime III – 1.B 2

6. Minimum Call-in Pay III – 1.B 6

*Summary of Workweek* III – 1.B 7

C. Statutory Holidays III – 1.C 1

1. Entitlement III – 1.C 1

2. Requirements III – 1.C 1

3. Designated Statutory Holidays III – 1.C 2

4. Indemnity III – 1.C 3

D. Annual Vacation III – 1.D 1

1. Duration III – 1.D 1

2. Indemnity III – 1.D 2

3. Vacation Period III – 1.D 3

4. Splitting Vacation Weeks III – 1.D 4

5. Termination of Employment III – 1.D 4

E. Special Leaves III – 1.E 1

1. Absences Owing to Sickness or Accident III – 1.E 1

2. Bereavement Leave III – 1.E 2

3. Leave for Marriage or Civil Union III – 1.E 2

4. Leave for Birth or Adoption of a Child or Termination of Pregnancy III – 1.E 3

5. Maternity Leave III – 1.E 4

6. Paternity Leave III – 1.E 6

7. Parental Leave III – 1.E 6

8. Family or Parental Leave and Absences III – 1.E 8

9. Absence Owing to Domestic Violence III – 1.E 9

F. Prior Notice of Termination of Employment III – 1.F 1

1. Entitlement III – 1.F 1

2. Duration of Notice III – 1.F 2

3. Compensatory Indemnity III – 1.F 3

4. Recall Privileges III – 1.F 3

5. Other Restrictions III – 1.F 4

6. Notice of Collective Dismissal III – 1.F 5

*Summary of Prior Notice of Termination* III – 1.F 7

*Frequently* *Asked Question* III – 1.F 8

G. Application of Labour Standards III – 1.G 1

1. Derogation from Labour Standards III – 1.G 1

2. Sale and Transfer of the Business III – 1.G 1

*Frequently Asked Question* III – 1.G 2

H. Civil Recourses III – 1.H 1

1. Role of the Commission des normes, de l’équité, de la santé et de la sécurité du travail III – 1.H 1

2. Civil Proceedings III – 1.H 1

3. Complaint III – 1.H 1

4. Inquiry III – 1.H 2

5. Remedy III – 1.H 3

6. Prescription III – 1.H 3

7. Nature of Civil Claims III – 1.H 4

*Frequently Asked Questions* III – 1.H 5

I. Recourse Contesting a Prohibited Practice III – 1.I 1

1**.** Prohibited Grounds of Sanction III – 1.I 1

2. Mediation III – 1.I 8

3. Sanctions III – 1.I 9

4. Psychological Harassment III – 1.I 10

*Summary of Recourse Contesting a Prohibited Practice* III – 1.I 13

*Frequently Asked Questions* III – 1.I 13

J. Wrongful Dismissal III – 1.J 1

1. Right to Make a Complaint III – 1.J 1

2. Jurisdiction of the Administrative Judge III – 1.J 6

3. Burden of Proof III – 1.J 8

4. Examples of Just and Sufficient Cause III – 1.J 9

5. Conduct not Constituting Just and Sufficient Cause III – 1.J 10

6. Remedial Powers of the Administrative Judge III – 1.J 10

7. The Dismissed Employee’s Obligation to Mitigate Damages III – 1.J 14

8. Sale of the Business III – 1.J 14

9. Mediation III – 1.J 14

*Summary of Wrongful Dismissal* III – 1.J 15

*Frequently Asked Questions* III – 1.J 16

III-2 QUEBEC LABOUR AND EMPLOYMENT LAW

A. Other Statutory Recourses III – 2.A 1

1. Section 32 of the *Act respecting Industrial Accidents and Occupational Diseases* III – 2.A 1

2. Section 227 of the *Act respecting Occupational Health and Safety* III – 2.A 3

3. Section 45 of the *Charter of the French Language* (the “*Charter*”)III – 2.A 4

4. *The Act respecting Health Services and Social Services* III – 2.A 4

III-3 THE CIVIL CODE

A. The *Civil Code of Quebec* III – 3.A 1

1. Employment Law in Quebec: An Introduction III – 3.A 1

2. Indemnity in Lieu of Reasonable Notice III – 3.A 4

3. Moral Damages III – 3.A 7

4. Constructive Dismissal III – 3.A 7

5. Mitigation of Damages III – 3.A 7

6. Reinstatement III – 3.A 8

7. Sale of a Business III – 3.A 8

8. Settlement and Releases III – 3.A 8

9. Non-Competition Agreements III – 3.A 9

10. Certificate of Employment III – 3.A 9

III-4 QUEBEC HUMAN RIGHTS

A. Prohibited Grounds of Discrimination III – 4.A 1

1. Introduction III – 4.A 1

2. Prohibited Grounds of Discrimination III – 4.A 1

3. Prohibited Discrimination in the Hiring Process III – 4.A 8

*Summary* III – 4.A 9

*Frequently Asked Questions* III – 4.A 9

B. Hiring III – 4.B 1

1. Application Forms and the Interview Process III – 4.B 1

*Summary of Hiring* III – 4.B 5

*Frequently Asked Questions* III – 4.B 5

C. The Employer’s Right to Impose Job Requirements III – 4.C 1

1. Introduction III – 4.C 1

2. Bona fide Occupational Requirement III – 4.C 3

3. Duty to Accommodate III – 4.C 4

*Summary of Job Requirements* III – 4.C 8

*Frequently Asked Questions* III – 4.C 8

D. Recourses III – 4.D 1

1. Introduction III – 4.D 1

2. Compensatory Damages III – 4.D 1

3. Exemplary Damages III – 4.D 2

4. Injunctive Relief III – 4.D 3

*Summary of Recourses* III – 4.D 4

*Frequently Asked Questions* III – 4.D 5

E. The Quebec Human Rights and Youth Protection Commission III – 4.E 1

1. Introduction III – 4.E 1

2. Investigative Powers III – 4.E 1

3. Conciliation III – 4.E 2

4. Power to Institute Proceedings III – 4.E 3

*Frequently Asked Questions* III – 4.E 3

F. The Quebec Human Rights Tribunal III – 4.F 1

1. Introduction III – 4.F 1

2. Tribunal’s Jurisdiction III – 4.F 1

3. Tribunal’s Composition III – 4.F 1

*Frequently Asked Questions* III – 4.F 2

volume two

TAB IV Human Rights and Employment Law

Tab IV AUTHORS Tab IV Authors i

IV-1 HUMAN RIGHTS IN THE EMPLOYMENT CONTEXT IV – 1.A 1

A. Introduction IV – 1.A 1

1. What Is “Employment”? IV – 1.A 2

2. An Overview of Discriminatory Grounds IV – 1.A 2

3. Who Is Responsible? IV – 1.A 3

*Summary* IV – 1.A 4

B. Human Rights Concerns at the Hiring Stage IV – 1.B 1

1.Advertising and Interviewing Techniques: What Is Permissible? IV – 1.B 1

2. Guidelines for Pre-Employment Application and Interview Questioning IV – 1.B 3

3. The “Overqualified” Applicant IV – 1.B 8

4. Discrimination in Hiring IV – 1.B 8

*Summary* IV – 1.B 9

C. Human Rights Concerns During Employment IV – 1.C 1

1.Introduction to Discrimination and Employment IV – 1.C 1

2. The Duty to Accommodate IV – 1.C 3

*Summary* IV – 1.C 13

D. Drug and Alcohol Testing IV – 1.D 1

1. Introduction IV – 1.D 1

2. The American Approach IV – 1.D 5

3. The Canadian Approach IV – 1.D 6

4. Random Testing IV – 1.D 8

5. Reasonable Cause Testing IV – 1.D 20

6. Rehabilitation Situations IV – 1.D 23

*Summary* IV – 1.D 23

IV-2 PROHIBITED GROUNDS OF DISCRIMINATION

A. Introduction IV 2.A 1

1. Human Rights in the Union Environment IV 2.A 1

B. Age IV 2.B 1

1. Introduction IV 2.B 1

2. The Definition of Age: Significant Jurisdictional Differences IV 2.B 1

3. Exceptions to Discrimination Based on Age IV 2.B 2

4. Mandatory Retirement IV 2.B 3

5. Selected Case Law ExamplesIV 2.B 4

6. Age Issues in the Union Environment IV 2.B 7

*Summary* IV 2.B 8

C. Race, Colour, Ancestry, and Place of Origin IV – 2.C 1

1. Introduction IV – 2.C 1

2. Race Discrimination: Customer or Client Preference Is no Defence IV – 2.C 2

3. Selected Case Law ExamplesIV – 2.C 3

4. Race, Colour, Ancestry, and Place of Origin Discrimination
in the Union Environment IV – 2.C 9

*Summary* IV – 2.C 10

D. Criminal Conviction IV – 2.D 1

1. Introduction IV – 2.D 1

2. Significant Jurisdictional Differences IV – 2.D 1

3. Selected Case Law ExamplesIV – 2.D 3

4. Criminal Record Issues in the Union Environment IV – 2.D 5

*Summary* IV – 2.D 6

E. Disability IV – 2.E 1

1. Introduction IV – 2.E 1

2. What Is a “Disability”? IV – 2.E 2

3. Duty to Accommodate DisabilityIV – 2.E 6

4. Disability Issues in the Union Environment IV – 2.E 13

*Summary* IV – 2.E 16

F. Sex IV – 2.F 1

1. Introduction IV – 2.F 1

2. The Definition of “Sex” IV – 2.F 1

3. The Definition of “Gender” IV – 2.F 2

4. Discrimination Based on Pregnancy IV – 2.F 3

5. Wage Equity IV – 2.F 7

6. Sex Discrimination in the Union Environment IV – 2.F 9

*Summary* IV – 2.F 10

G. Sexual Harassment IV – 2.G 1

1. Introduction IV – 2.G 1

2. The Definition of “Sexual Harassment” IV – 2.G 1

3. The Definition of “Conduct of a Sexual Nature” IV – 2.G 3

4. Unwelcome Conduct IV – 2.G 6

5. Detrimental Effect/Adverse Consequences IV – 2.G 8

6. The Definition of “Workplace” IV – 2.G 10

7. Dealing with Complaints of Sexual Harassment IV – 2.G 11

8. Sexual Harassment Claims in the Court IV – 2.G 16

*Summary* IV – 2.G 18

H. Sexual Orientation IV – 2.H 1

1. Introduction IV – 2.H 1

2. What Does “Sexual Orientation” Mean? IV – 2.H 1

3. Dismissal and Disparate Treatment IV – 2.H 2

4. Selected Case Law ExampleIV – 2.H 2

5. Sexual Orientation Issues in the Union Environment IV – 2.H 6

*Summary* IV – 2.H 8

I. Marital or Family Status IV – 2.I 1

1. Introduction IV – 2.I 1

2. What Do “Marital Status” and “Family Status” Mean? IV – 2.I 1

3. Establishing *Prima Facie* Family Status Discrimination IV – 2.I 3

4. Discriminatory Conduct IV – 2.I 4

5. Selected Case Law ExampleIV – 2.I 5

6. Marital Status and Family Status Issues in the Union Environment IV – 2.I 11

*Summary* IV – 2.I 12

J. Political Belief IV – 2.J 1

1. Introduction IV – 2.J 1

2. Defining a “Political Belief” IV – 2.J 1

3. Discriminatory Conduct IV – 2.J 2

4. Selected Case Law ExamplesIV – 2.J 3

5. Political Belief Issues in the Union Environment IV – 2.J 6

*Summary* IV – 2.J 7

K. Religion IV – 2.K 1

1. Introduction IV – 2.K 1

2. The Definition of “Religion” IV – 2.K 1

3. The Test for Discrimination and Exemptions IV – 2.K 2

4. Selected Case Law ExamplesIV – 2.K 4

5. Religious Discrimination in the Union Environment IV – 2.K 12

*Summary* IV – 2.K 14

L. Gender Identity and Gender Expression IV – 2.L 1

1. Introduction IV – 2.L 1

2. What Do “Gender Identity” and “Gender Expression” Mean? IV – 2.L 1

3. What Obligations Do Employers Have? IV – 2.L 2

4. Selected Case Law Examples IV – 2.L 2

*Summary* IV – 2.L 6

Appendix IV − 2.A: Sample Employment Application Appendix IV – 2.A 1

Appendix IV − 2.B: Prohibited Grounds of Discrimination Appendix IV – 2.B 1

IV-3 POTENTIAL REMEDIES FOR HUMAN RIGHTS VIOLATIONS IV – 3.A 1

A. Potential Remedies for Human Rights Violations IV – 3.A 1

1. Preventing Future Discrimination IV – 3.A 1

2. Compensation for the Complainant IV – 3.A 2

3. Interim Remedies in Human Rights Proceedings IV – 3.A 11

4. Courts Considering Human Rights Claims IV – 3.A 14

*Summary* IV – 3.A 16

TAB V Canada Labour Code

Tab V AUTHORS Tab V Authors i

V-1 THE CANADA LABOUR CODE

A. Overview V – 1.A 1

1. The Legislator’s Objective: Setting Federal Labour Standards V – 1.A 1

2. To Whom Do the Standards Apply? V – 1.A 1

3. The Federal Labour Standards: A Minimum Threshold Only V – 1.A 4

B. Hours of Work: Division I V – 1.B 1

1. To Whom Do the Hours of Work and Overtime Provisions Apply? V – 1.B 1

2. The Standard Hours of Work Under the *Canada Labour Code* V – 1.B 2

3*.* Break PeriodsV – 1.B 3

4*.* The Maximum Hours of Work Under the *Canada Labour Code* V – 1.B 4

5. Exceeding the Maximum Hours of Work V – 1.B 5

6. Averaging Hours of Work V – 1.B 7

7. Modifying Hours of Work V – 1.B 8

8. Flexible Work Arrangements V – 1.B 12

9. Overtime V – 1.B 13

C. Wages: Divisions II, III, XII, XV, and XVI V – 1.C 1

1. What Is the Minimum Wage Under the *Canada Labour Code* (Division II)? V – 1.C 1

*Frequently Asked Questions* V – 1.C 4

2. Equal Wages Requirement (Division III) V – 1.C 5

*Frequently Asked Questions* V – 1.C 9

3. Payment of Wages (Division XV) V – 1.C 10

4. Deductions from Wages (Division XVI) V – 1.C 10

5. Garnishment of Wages (Division XII) V – 1.C 10

6. The Wage Recovery System Under the *Canada Labour Code* (Division XVI) V – 1.C 11

*Frequently Asked Questions* V – 1.C 15

*Summary* V – 1.C 16

D. Annual Vacations: Division IV V – 1.D 1

1. Vacation Entitlements V – 1.D 1

*Frequently Asked Questions* V – 1.D 4

2. Scheduling the Annual Vacation V – 1.D 6

*Frequently Asked Questions* V – 1.D 7

3. Interruption or Postponement of Vacation Due to Statutory Leave V – 1.D 8

4. When an Annual Vacation Interacts with a General Holiday V – 1.D 8

5. Vacation and Termination of Employment V – 1.D 9

5. Vacation and Transfer of a Work, Undertaking, or Business V – 1.D 9

*Summary* V – 1.D 10

E. General Holidays: Division V V – 1.E 1

1. Federal Statute Holidays V – 1.E 1

2. The Holiday Entitlement V – 1.E 1

*Frequently Asked Questions* V – 1.E 3

3. Substitution of General Holidays V – 1.E 4

*Frequently Asked Questions* V – 1.E 6

4. Pay for Holiday Work V – 1.E 7

*Frequently Asked Questions* V – 1.E 8

5. General Holiday Provisions for Managers and Professionals V – 1.E 9

6. Exceptions Regarding Entitlement V – 1.E 10

7. Sample Forms for Holiday Substitution V – 1.E 12

*Summary* V – 1.E 14

F. Maternity, Parental, Compassionate Care, Critical Illness, Death or Disappearance, Personal, Victims of Family Violence, Traditional Aboriginal Practices, Jury Duty, and COVID-19 Leave:
Divisions VII and XIII.01 V – 1.F 1

1. Maternity Leave V – 1.F 1

2. Parental Leave V – 1.F 1

3. Notice for Leave V – 1.F 3

4. Pregnancy and the Inability to Perform Essential Job Functions V – 1.F 4

5. Compassionate Care Leave V – 1.F 6

6. Leave Related to Critical Illness V – 1.F 7

7. Leave Related to Death or Disappearance V – 1.F 8

8. Personal Leave V – 1.F 8

9. Leave for Victims of Family Violence V – 1.F 9

10. Leave for Traditional Aboriginal Practices V – 1.F 10

11. Leave for Court or Jury Duty V – 1.F 10

12. Leave Related to COVID-19 V – 1.F 11

13. The Employee’s Rights During Leave V – 1.F 13

14. The Employee’s Rights Following Leave V – 1.F 15

*Frequently Asked Questions* V – 1.F 17

*Summary* V – 1.F 18

G. Bereavement Leave: Division VIII V – 1.G 1

1. Unpaid Leave V – 1.G 1

2. Paid Leave V – 1.G 1

*Frequently Asked Questions* V – 1.G 1

H. Medical Leave and Work-related Illness and Injury Leave:
Divisions XIII and XIII.1 V – 1.H 1

1. Medical Leave Entitlements V – 1.H 1

*Frequently Asked Questions* V – 1.H 4

2. Work-Related Illness and Injury Entitlements V – 1.H 6

3. Returning to Work After a Work-Related Illness or Injury V – 1.H 9

4. Employee Benefits During an Absence Due to Illness or Injury V – 1.H 10

5. Insurance of Long-Term Disability Plans V – 1.H 11

*Frequently Asked Questions* V – 1.H 12

*Summary* V – 1.H 14

I. *Sexual* Harassment: Division XV.1 V – 1.I 1

1. Sexual Harassment and the *Canada Labour Code* V – 1.I 1

2. Responsibilities for Federal Employers V – 1.I 1

*Frequently Asked Questions* V – 1.I 2

J. Termination of Employment: Division IX and X V – 1.J 1

1. Individual Terminations (Division X) V – 1.J 1

*Frequently Asked Questions* V – 1.J 3

2. Group Termination (Division IX) V – 1.J 4

*Frequently Asked Questions* V – 1.J 9

*Summary* V – 1.J 10

K. Severance Pay: Division XI V – 1.K 1

1. What Is Severance Pay? V – 1.K 1

2. Who Qualifies for Severance Pay? V – 1.K 1

*Frequently Asked Question* V – 1.K 2

*Summary* V – 1.K 2

L. Unjust Dismissal: Division XIV V – 1.L 1

1. Unjust Dismissal V – 1.L 1

2. The Legislator’s Objective V – 1.L 1

3. The Complaint Mechanism V – 1.L 2a

4. Invoking the Complaint Mechanism: The Prerequisites V – 1.L 2b

5. The Complaint Process V – 1.L 15

6. The Adjudication Process V – 1.L 20

7. Remedies for Unjust Dismissal V – 1.L 32

8. Reviewing the Adjudicator’s Decision V – 1.L 43

9. Enforcing the Adjudicator’s Order V – 1.L 46

10. Complaint Is not a Bar to Civil Remedy V – 1.L 46

M. Enforcing the Standards: What are the Compliance Mechanisms Under the *Canada Labour Code*? Division XVI V – 1.M 1

1. Introduction V – 1.M 1

2. The Main Focus: Wage Recovery V – 1.M 1

3. The Inquiry Process V – 1.M 2

4. Inspection V – 1.M 2

5. How Are Wages Recovered? V – 1.M 4

6. Non-compliance: Implications for Employers V – 1.M 7

*Summary* V – 1.M 11

TAB VI PERSONAL INFORMATION PROTECTION LAWS

Tabl VI Authors Tab VI Authors i

VI-1 OVERVIEW

A. Introduction VI – 1.A 1

B. Common Principles VI – 1.B 1

1. What is “Personal Information”? VI – 1.B 1

2. What Personal Information is Covered? VI – 1.B 1

3. Whose Personal Information is it? VI – 1.B 1

4. Who Must Comply? VI – 1.B 2

5. What Do These Laws Require? VI – 1.B 3

VI-2 THE FEDERAL LAW

A. Application VI – 2.A 1

1. Organizations VI – 2.A 1

2. Activities VI – 2.A 2

B. Structure VI – 2.B 1

1. Key Definitions VI – 2.B 1

2. The Act and the CSA Model Code VI – 2.B 6

C. Principles of Substance VI – 2.C 1

1. Principle 2: Identifying Purposes VI – 2.C 1

2. Principle 3: Consent VI – 2.C 2

3. Principle 4: Limiting Collection VI – 2.C 17

4. Principle 5: Limiting Use, Disclosure, and Retention VI – 2.C 21

5. Principle 7: Safeguards VI – 2.C 21

6. Principle 9: Individual Access VI – 2.C 23

7. Refusal of Access VI – 2.C 26

D. Principles of Process VI – 2.D 1

1. Principle 1: Accountability VI – 2.D 1

2. Principle 6: Accuracy VI – 2.D 5

3. Principle 8: Openness VI – 2.D 5

4. Principle 10: Challenging Compliance VI – 2.D 6

E. Enforcement VI – 2.E 1

1. Commissioner VI – 2.E 1

2. Federal Court VI – 2.E 5

VI-3 PROVINCIAL LAWS

A. The Quebec Law VI – 3.A 1

1. Privacy Rights in the *Civil Code* VI – 3.A 1

2. The Private Sector Act VI – 3.A 3

B. The British Columbia Law VI – 3.B 1

1. Scope VI – 3.B 1

2. Structure VI – 3.B 3

3. Definition VI – 3.B 4

4. Requirements Surrounding Collection, Use,
and Disclosure of Personal Information VI – 3.B 6

5. Duties and Obligations in Collecting, Using,
and Disclosing Personal Information VI – 3.B 13

6. The Employment Context VI – 3.B 19

7. Other Considerations VI – 3.B 24

8. Enforcement VI – 3.B 28

C. The Alberta Law VI – 3.C 1

1. Scope VI – 3.C 2

2. Structure VI – 3.C 3

3. Basic Concepts VI – 3.C 3

4. Requirements VI – 3.C 5

5. Enforcement VI – 3.C 16

D. Other Provinces and Territories VI – 3.D 1

1. Manitoba VI – 3.D 1

2. Saskatchewan VI – 3.D 1

3. Atlantic Provinces VI – 3.D 1

4. Ontario VI – 3.D 2

5. Territories VI – 3.D 2

E. Other Legislation VI – 3.E 1

1. Credit Reporting Laws VI – 3.E 1

2. Social Insurance Numbers VI – 3.E 3