

# THE OSGOODE CERTIFICATE IN HUMAN RESOURCES LAW FOR HR PROFESSIONALS

Online education  
at its best!

*Great program, very relevant, easy to understand and highlights the nuances of the situations which HR professionals inevitably face.*

Albertina Maciukas  
HR Generalist, Affiliated Services for Children and Youth

An essential foundation in the laws governing the employment relationship, areas covered include:

- Critical issues in the hiring process
- Navigating the *Employment Standards Act*
- Conducting legally-compliant workplace investigations
- Addressing equity, diversity and accommodation issues
- Minimizing your legal exposure in relation to discipline and dismissal of employees
- Tackling workplace harassment, discrimination and bullying
- Social media and the workplace: confronting the challenges

Register today at:

[osgoodepd.ca/hrlaw](https://osgoodepd.ca/hrlaw)

## PROGRAM DIRECTORS

Natalie C. MacDonald  
MacDonald & Associates

Stuart E. Rudner  
Rudner Law

## REGISTRATION DETAILS

March 21, 28, April 4, 11 and 18,  
2024:  
Online (Live)

*Can't make the date?*  
Registration includes 120-day  
unlimited, online access to the  
recorded program.



Human  
Resources  
Professionals  
Association



# The Osgoode Certificate in Human Resources Law for HR Professionals

To effectively carry out their role, Human Resources professionals need a solid understanding of the many laws and procedures governing the employment relationship and the legal risks that can arise in the workplace. Failure to follow the rules and to anticipate and properly manage risk can result in serious financial and reputational damage for an organization, its board, managers, supervisors and others. You need to know what to do and when.

Now in its 16<sup>th</sup> offering, **The Osgoode Certificate in Human Resources Law for HR Professionals** was specifically designed by and for HR professionals, and is **approved by the HRPA for 30 Continuing Professional Development hours**. In five valuable one-day modules, an experienced faculty will provide you with cogent, practical advice and strategies on how to be proactive and avoid costly missteps. The program will provide a **practical and interactive learning experience** that you can immediately put to work. Connect with and learn from experts and peers who share your challenges.

*“A robust, exceptionally detailed program that connects theory with real-world application... filled with valuable knowledge and practices to help you stay at the top of your game and to protect your organization.”*

Matt LeMaire  
VP of People & Operations,  
Peel Mutual Insurance

*“Speakers did a great job covering the topics and answering questions.”*

Rahma Ashraf  
Human Resources Business Partner  
The Lamb Company

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## Topics Include

- “Dos” and “Don’ts” when drafting employment agreements
- Determining who is covered by the *Employment Standards Act* and navigating key issues, including overtime pay, hours of work, leaves of absence, termination of employment and severance pay
- Resolving *Human Rights Code* claims
- Addressing equity, diversity and accommodation obligations, with tips and tools for reducing discrimination complaints and protecting your organization against claims
- A comprehensive guide to conducting effective workplace investigations
- Terminating the employment relationship and minimizing your legal exposure
- The workplace in the social media age: confronting the challenges and minimizing the risks

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## Who Should Attend

- HR Professionals/Executives
- VPs/Directors/Managers of Human Resources
- VPs/Directors/Managers of Labour Relations
- Supervisors and Managers
- Disability and Return to Work Managers
- Benefits Specialists
- HR Consultants
- Mediators and Arbitrators of Employment and Labour Law Disputes
- HR, Employment and/or Labour Relations Consultants
- Business Owners
- Lawyers in private practice/in-house counsel looking to gain insights into practical solutions to common workplace law issues

# Drawing on the expertise and experience of leading HR lawyers and experts, including:

## Program Directors



**Natalie C. MacDonald**  
MacDonald & Associates



**Stuart E. Rudner**  
Rudner Law

## Advisory Board

**Michael Bach**

Founder and former CEO,  
Canadian Centre for Diversity  
and Inclusion

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**Mardi Walker**

Executive Counselor at  
McLean & Company

## Program Faculty

**Sarah Crossley**

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**Titus Totan**

DLA Piper (Canada) LLP

**Jeremy Warning**

Mathews, Dinsdale & Clark LLP

**Carita Wong**

Israel Foulon Wong LLP

**Ozlem Yucel**

Turnpenney Milne LLP

*“Very knowledgeable, great speakers with charisma.”*

Tracey Filby

People Operations Director, Canada at Converge Technology Solutions



# Agenda

## MODULE 1

March 21, 2024

9:00 a.m. – 4:30 p.m. ET

Critical Issues in the Hiring Process/Navigating the *Employment Standards Act*

### Introduction

- Ice breaking session - introduce yourself and learn who's in the group

### Morning Session

This session addresses several of the critical issues in the hiring process.

- Writing job descriptions – dos and don'ts
- Screening and interviewing job applicants
- The impact of social media in the hiring process
- Privacy obligations
- Negligent misrepresentation and inducement
- Drafting employment agreements – key components and format
- Clauses that you should always include
- Employment duties
- Compensation and benefits and bonuses
- Termination provisions
- Non-competition, confidentiality and restrictive covenants

### Afternoon Session

This intensive session is designed to deepen your understanding of key provisions of the *Employment Standards Act*. There will be ample opportunity for questions and discussion.

- The scope of the ESA – who's covered by it and who's not?
- Hours of work; overtime pay;

minimum wage; public holidays

- Vacation with pay
- Equal pay for equal work
- Leaves of absence – when does an employee qualify?
  - Pregnancy leave; parental leave; family medical leave
  - What obligations do employees have when on leave?
  - Tips for devising appropriate leave policies
- Termination of employment
  - General notice requirements
  - Individual vs. mass terminations – what are your obligations?
  - What are the requirements during the notice period?
- Complaints and enforcement

## MODULE 2

March 28, 2024

9:00 a.m. – 4:30 p.m. ET

Occupational Health & Safety Compliance in Ontario/Equity, Diversity and Accommodation: Human Rights at Work

### Morning Session

#### Occupational Health and Safety Compliance in Ontario

- Occupational Health and Safety – an overview of the statutory regime
- Workplace parties: who is an employer: who is a worker?
- Joint health and safety committees: duties and responsibilities
- Refusing unsafe work
- Due diligence: meeting the standards of your industry

- What happens if there is an accident? A checklist of dos and don'ts
- Workplace violence and domestic abuse issues
- Sexual violence
- Facing challenges under Bill 132 and Bill 168

### Afternoon Session

The afternoon session will focus on equity, diversity and accommodation.

- The *Ontario Human Rights Code* – application and scope
- Guidance for interpreting the Code
- How the Human Rights Tribunal of Ontario operates and its powers and remedies
- What is discrimination? Analysis of:
  - Sex discrimination
  - Race discrimination
  - Disability discrimination
  - Age discrimination
  - Religious beliefs
  - Sexual orientation
- Human rights claimed in the court process
- Strategies to prevent/address human rights issues
- Duty to accommodate requests regarding:
  - Family status
  - Aging workers
  - Observance of religious beliefs
  - Sexual orientation
  - Addiction

### MODULE 3

April 4, 2024  
9:00 a.m. – 4:30 p.m. ET  
**Conducting Workplace Investigations**

Failure to stay on top of issues and to conduct a proper investigation can expose your organization to considerable risk. When faced with allegations of employee workplace misconduct you must be equipped to conduct a proper and effective workplace investigation. You need to know when to act and how. To do so, you must be aware of the laws that govern the investigative process and the problems and pitfalls that can trap the unwary.

#### **The Investigative Process and Pre-Investigative Steps**

- Objective of the investigation
- Role of advisors and role of the investigator
- Getting it in writing
- Preparing an investigation plan – exercise: prepare the plan
- Documentation

#### **Interviewing**

- Listening skills
- What to tell the complainant, respondent and witnesses
- Creating the right questions
- Why people are reluctant to complain
- Confidentiality
- Off-the-record statements

#### **Making a Finding and Preparing the Report**

- One person's word against another's
- Assessing credibility

- The burden of proof
- Similar fact evidence

#### **After a Finding**

- Remedies to consider
- What if the complaint is malicious?
- Preventing retaliation and further incidents: tips and tools

### MODULE 4

April 11, 2024  
9:00 a.m. – 4:30 p.m. ET  
**Terminating the Employment Relationship: Minimizing Your Legal Exposure**

- Statutory requirements for lawful terminations
- Drafting the termination letter: what should go in it and what shouldn't
- Dismissal for just cause: tips for building and documenting the case
- Can an employee's off duty (or pre-hire) conduct amount to just cause?
- The effect of condoning misconduct
- Termination without cause: best practices
- Structuring the severance package – dealing with claims for bonuses, commissions, pension plans, life and health benefit extensions
- Important considerations relating to large scale terminations
- Releases that work
- What impact will a release have on a subsequent human rights complaint?
- Requests for references: what should you do?
- The role of arbitration and mediation in the context of terminations

### MODULE 5

April 18, 2024  
9:00 a.m. – 4:30 p.m. ET  
**The Workplace in the Social Media Age: Confronting the Challenges/ Group Exercise: Pulling it All Together**

#### **Morning Session**

Social media is an area of law that is rapidly developing as one of the most interesting and complex in the employment relationship. Our expert faculty tackles the major potential pitfalls facing employers in this area today. Topics include:

- The prevalence of social media: what are the concerns for employers
- Using social media in the hiring process
- The ownership of social media accounts
- Tips for adapting the employment contract to address social media issues
- The impact of social media on restrictive covenants
- Confidentiality conundrums
- The "rogue" employee – monitoring the employee's online activity and disciplining offenders
- The employee's expectation of privacy inside and outside the workplace
- Tips for developing a social media policy

#### **Afternoon Session**

#### **Group Exercise: Pulling it All Together**

Advance your practical skills by applying your experience and the knowledge you've learned in the program to a realistic case study that raises challenging HR law issues – of the kind you are likely to encounter within your organization.

# Registration Details

Fee per Delegate: **\$4,495 plus tax**

Newly Licensed\*: **\$2,247.50 plus tax**

\*This fee applies to newly licensed professionals within the past 2 years

Fees include online attendance, electronic materials, and technical support. Group discounts are available. Visit [www.osgoodepd.ca/group-discounts](http://www.osgoodepd.ca/group-discounts) for details. Please inquire about financial assistance.

## Financial Assistance

This program is eligible for OSAP funding. Federal and provincial job grants may be available. You may also apply for financial assistance with OsgoodePD. To learn more, visit: [www.osgoodepd.ca/financial-assistance](http://www.osgoodepd.ca/financial-assistance)

## Program Changes

We will make every effort to present the program as advertised, but it may be necessary to change the date, location, speakers or content with little or no notice. In the event of program cancellation, York University's and Osgoode Hall Law School's liability is limited to reimbursement of paid fees.

## Cancellations and Substitutions

Substitution of registrants is permitted at any time. If you are unable to find a substitute, a full refund is available if a cancellation request is received in writing 21 days prior to the program date. If a cancellation request is made with less than 21 days notice, a \$150 administration fee will apply. No other refund is available.

## For Further Program-Related Information, Please Contact:

David Thomas, Program Lawyer at 416.270.7316  
or email [dthomas@osgoode.yorku.ca](mailto:dthomas@osgoode.yorku.ca)

# Certificate Requirements

To receive an Osgoode Certificate, you must view all program modules (either live or archived) and pass the post-program multiple choice assessment by May 18, 2024.

Register today at:

**[osgoodepd.ca/hrlaw](http://osgoodepd.ca/hrlaw)**

Email: [osgoodepd@osgoode.yorku.ca](mailto:osgoodepd@osgoode.yorku.ca)

Phone: 416 597 9724

Mail: 1 Dundas Street West, 26th Floor, Toronto, ON, M5G 1Z3



OsgoodePD has been approved as an Accredited Provider of Professionalism Content by the LSO.

Eligible CPD Hours – LSO (ON): 31h CPD (27h 30m Substantive; 30m Professionalism; 3h EDI)



OsgoodePD programs may be eligible for CPD/MCLE credits in other Canadian and US jurisdictions. To inquire about credit eligibility, please contact [cpd@osgoode.yorku.ca](mailto:cpd@osgoode.yorku.ca).



This program has been approved for 30 continuing professional development (CPD) hours under Section A3 of the continuing professional development (CPD) log of the Human Resources Professionals Association (HRPA).

Over 700 human resources professionals have this certificate. Find out why!

*“Great program, very relevant, easy to understand and highlights the nuances of the situations which HR professionals inevitably face.”*

Albertina Maciukas  
HR Generalist, Affiliated Services for  
Children and Youth

*“The course was very interesting and the lawyers were very knowledgeable and experienced. I learned a great deal from the practical cases they discussed throughout.”*

Carolina Piedrahita  
Human Resources Consultant

*“Best of the best. Knowledgeable, useful, timely. Very helpful and has immediate benefits as soon as I get back to work.”*

Randi Jakobsen  
Senior Director, Payroll, Maple Leaf Sports  
& Entertainment

*“Lots of good, relevant information and excellent presenters... I found this to be one of the few courses that actually digs down into the detail and complexities of these subjects.”*

Debra Monkhouse  
HR Manager, Central Wire Industries Ltd