

**DEPARTMENT BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE –Fall 2024**

**HR3100 (A2,B2): Employee & Labour Relations – 3 (3-0-0) 45 Hours for 15 Weeks**

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Mandy Ingraham                      **PHONE:** (780)539-2846  
**OFFICE:** C416    **E-MAIL:** aingraham@nwpolytech.ca  
**OFFICE HOURS:** Monday and Wednesday 10:00-11:20am. Or by appointment

**CALENDAR DESCRIPTION:** This course provides a broad understanding of employee and labour relations in Canada. Topics included are the collective bargaining process, perspectives from employee, management, and union, and the history of unions. This course will also look at the challenges of employee and labour relations and using resources to help resolve these issues.

**PREREQUISITES:** BA2240 and BA1380

**REQUIRED TEXT/RESOURCE MATERIALS:** Hebdon, R., Brown, T., & Walsworth. (2021). Industrial Relations in Canada (4th ed.). Additional handouts as required.

*Please note this is an E-Text. Should you require assistance with Top Hat at any time please contact their Support Team directly by way of email ([support@tophat.com](mailto:support@tophat.com)), the in-app support button, or by calling 1-888-663-5491. Their technical support team may require specific user information when troubleshooting issues.*

**DELIVERY MODE(S):** HR3100 consists of three hours of instructional time weekly. The class work will be comprised of lectures, class discussions, group work, presentations, and examinations. The schedule may be adjusted if necessary

**LEARNING OUTCOMES:**

Upon completion of this course students should be able to:

- Explain the role of human resources in the employee and labour relations process
- Understand the implications of legislation including Alberta Labour Relations Code
- Examine the collective bargaining process and how it applies to organizations

- Understand the structure of unions and the implications it has on employees, management, and the union staff
- Understand how to administer and compile a collective bargaining agreement
- Explain how legal considerations affect employee and labour relations decisions
- Identify and explain employee relations issues and determine solutions
- Examine the conflict resolution process

**TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferalberta.alberta.ca>.

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

**Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**EVALUATIONS:**

Participation	5%
Collective Bargaining Simulation	20%
Arbitration Simulation	10%
Reflection Assignment	10%
Quizzes (3 @ 5% each)	15%
Mid-Term Exam	20%
Final Exam	20%

You are strongly encouraged to complete all exercises, assignments, quizzes, and exams. A grade of zero (0) will be assigned for any of these that are missed. Late assignments will have a 10% reduction per day (if accepted). Turnitin plagiarism-detecting software may be used in this course. Unexcused absences for the midterm will earn a grade of zero. For excused absences, the weighting of the test may be transferred to the final exam at the instructor's discretion. No re-writes will be granted for missed exams or unsuccessful attempts.

**GRADING CRITERIA:**

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

	Monday	Friday	Due Dates
6-Sep		Course Introduction	
Sept 9 & 13	Ch 1: Introduction	Ch 2: Labour History	
Sept 16 & 20	Ch 3: Economic, Political & Legal	Ch 4: The Legal Environment	Quiz #1
Sept 23 & 27	Ch 5: The Union Perspective	Ch 6: The Management Perspective	
Sept 30 & Oct 4	Ch: 7 Collective Bargaining		
Oct 7 & 11	Review	<b>Midterm</b>	
Oct 14 & 18	No Class - Thanksgiving	Ch 8: CA Administration	
Oct 21 & 25	Ch 9: Conflict Management	Ch 10: Third Party Dispute Resolution	Quiz #2
Oct 28 & Nov 1	<b>Arbitration Preparation</b>	<b>Arbitration Simulation</b>	
Nov 4 & 8	Ch 11: Impacts of Unionization	Ch 12: Public Sector Issues	Quiz #3
Nov 11 & 15	No Classes Fall Break		
Nov 18 & 22	Employee Relations Issues	Conflict Resolution	
Nov 25 & 29	Collective Bargaining Preparation	<b>Collective Bargaining Sim Day 1</b>	
Dec 2 & 6	<b>Collective Bargaining Sim Day 2</b>	Simulation Re-Cap	
9-Dec	Last day of class/review		Reflection Assignment Due

The above schedule may be revised at the discretion of the instructor based on class requirements.

**STUDENT RESPONSIBILITIES:**

**Attendance:** Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the activities. Arriving late or leaving early is disruptive to the entire class. Frequent tardiness may be treated as absence. Students with absences in excess of 6 classes may be refused permission to write the final exam. For more information, please refer to the Academic Regulations on Debarred from Exams at <https://www.nwpolytech.ca/programs/grading-systems.html>

**Time Management:** Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in required readings and exercises.

**Cell Phones:** The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and talking on a cell phone during class is therefore strictly prohibited. Cell phones must be either turned off or set to silent mode and placed out of sight.

**Email:** Email is the preferred option to communicate with your instructor. Email correspondence to your instructor must be sent from your NWP student email account. Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

### **STATEMENT ON ACADEMIC MISCONDUCT:**

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

\*\*Note: all Academic and Administrative policies are available on the same page.

### **ADDITIONAL INFORMATION:**

Tests:

- Midterm and Final Exams will be in person and closed book.

Quizzes

- There are 3 quizzes throughout the term (dates to be announced in class). Quizzes are to be completed in TopHat. You will have 1 attempt for each quiz. Last submissions will not be accepted.

Simulations:

- You must be present in class to participate in simulations. Please review dates of simulations in course schedule to ensure you on those days.

Final Exam

- Final examinations will be scheduled by the Registrar's office. Do not plan any activities during examination week.
- The final exam for HR3100 will be a 2-hour exam.