

INDEX

A

- Agency workers, temporary, *see* Temporary agency workers
- Agricultural workers, *see* Seasonal workers
- Alberta legislation
 - *Employment Standards Code*, 7.4.1
 - seasonal workers, 7.4.1
 - *Occupational Health and Safety Act*, 7.4.2
 - seasonal workers, 7.4.2
- “Assignment worker” defined, Ontario, 7.3, *see also* Temporary agency workers

B

- Benefits, *see also* Employment Insurance (EI); Employment standards; Workers’ compensation
 - contract workers, 4.6.1
 - part-time workers, 3.3
 - Saskatchewan only province to legislate pro-rated benefits for, 3.3
- British Columbia Employment Standards Branch, 6.2.1
- British Columbia Human Rights Tribunal, 6.3, 11.3
- British Columbia legislation
 - *Employment Standards Act*, 6.2.1
 - “employee” defined, 6.2.1
 - interns and internships, 6.2.1

- part-time workers, 3.2
- *Human Rights Code*, 3.8
- age discrimination, 3.8
- *Personal Information Protection Act* (PIPA), 12.2.1, 12.2.1.3
- *Workers Compensation Act*, 10.2.3
- where worker may sue third party, 3.7.1
- worker cannot sue employer if all parties covered by Act (s. 10), 3.7.1
- “worker” defined, 6.4.1
- “workplace” defined, 10.2.3
- British Employment Tribunal, 11.3

C

- CPP, *see* Canada Pension Plan
- Call-in pay for casual workers, 7.5.1
- Canada Pension Plan (CPP), 2.1.1
 - part-time workers, 3.3
- Canadian Human Rights Tribunal (CHRT), 3.8
- Casual workers
 - defined, 7.5
 - discrimination, protection from, 7.5.3
 - “elect-to-work” employment, also known as, 7.5
 - employment standards legislation, 7.5.1
 - “call-in pay,” 7.5.1
 - public holiday pay, right to, 7.5.1
 - termination and severance pay, rights to, 7.5.1

HR Guide to Non-Standard Employment

Casual workers — *Continued*

- employment standards legislation — *Continued*
- “Three Hour Rule,” 7.5.1
- not expressly excluded from *Employment Insurance Act*, 7.5.3
- occupational health and safety coverage, 7.5.2
- workers’ compensation coverage, 7.5.2

Confidential materials, handling of, *see also* Technology and best practices; Telecommuters

- digital workplace and, 9
- sample policies
- Telecommuting Policy, 10.3
- Working with Confidential and/or Sensitive Information at Home, 13.3.2
- telecommuters and, 10.2.1
- volunteer duty of confidentiality, 5.5

Constructive dismissal

- fixed-term contracts, 4.5
- telecommuters, recall to office, *see as*, 10.2.4
- transfer to part-time work *seen as*, 3.6

Contract workers

- benefits
- contractual, 4.6.1
- under employment standards legislation, 4.3
- contract of indefinite duration, 4.2
- reasonable notice of termination or pay in lieu of notice, entitlement to, 4.2
- employee versus independent contractor, 2.1, 11.3

- Uber drivers, status re, court, tribunal decisions, 11.3
- employment insurance, 4.6.3
- employment standards legislation, 4.3
- fixed-term contract, 4.2–4.6.2
- and contract of indefinite duration, distinction between, 4.2
- overall character of employment relationship determines type of contract, 4.2
- automatic renewal clauses, 4.5
- benefits, contractual, 4.6.1
- clear, unequivocal language required, court case, 4.4, 4.5
- contracts of more than one year need not be in writing, 4.2
- *Statute of Frauds*, 4.2
- defined notice period, 4.5
- early termination, 4.5
- employer liability for balance of contract, court cases, 4.5
- end of employment on specific date or when specific task completed, 4.2, 4.3
- no duty of mitigation associated with statutory notice requirements, 4.5
- renewing contract multiple times, 4.3, 4.4
- court cases, 4.4
- termination, 4.5
- enforceable termination clause essential, 4.5
- termination pay under Ontario *Employment Standards Act*, 2000, 4.3
- terms of contract to comply with minimum standards of relevant employment legislation, 4.2
- workers’ compensation, 4.6.2

Index

Contract workers — *Continued*

- fixed-term contract — *Continued*
- “working notice” period, 4.5
- wrongful dismissal, 4.4
- court cases, 4.4

Contracts, *see also* Contract workers

- fixed-term, 4.2, 4.3
- indefinite duration, 4.2
- *Statute of Frauds*, 4.2

Control Test, 2.2.1, *see also*

Dependent contractor; Employee
or independent contractor;
Independent contractor

D

Department of Labor (DOL) (U.S.)
intern/employee test, 6.1

Dependent contractor, *see also* Legal
framework for worker
classification

- concept introduced in *Carter v. Bell & Sons (Canada) Ltd.*, 2.3
- entitled to notice or pay in lieu of notice, 2.3
- “exclusivity of work” feature, court cases, 2.3
- factors determining whether a dependent contractor, 2.3
- reasonable notice, entitlement to, 2.3
- court case, 2.3
- subset of independent contractor, 2.3
- where included in statutory definition of “employee,” 2.3

Disability

- legal duty to accommodate
- interns, 6.3
- part-time workers, 3.8

- telecommuters, 10.2.2
- volunteers, 5.3.1

Discrimination, protection from

- exemption, special interest organizations, Ontario, 5.3.1
- family status, 3.8
- interns, 6.3
- part-time workers, 3.8
- social media, misuse of, 12.1.1
- telecommuters, 10.2.2
- temporary agency workers, 7.3.2
- temporary foreign workers, 7.2.4
- volunteers, 5.3.1

Dismissal, *see also* Constructive
dismissal; Termination; Wrongful
dismissal

- temporary foreign workers, 7.2.3

E

EI, *see* Employment Insurance

ESDC, *see* Employment and Social
Development Canada

Economic Reality Test, 2.2.2

Elect-to-work employees, *see* Casual
workers

“Employee” defined

- British Columbia, 6.2.1
- *Canada Labour Code*, 2.3, 6.2.1
- common law meaning, 2.1
- Manitoba, 2.1
- New Brunswick, 2.1
- Ontario, 2.1, 2.3
- Quebec, 6.2.1

HR Guide to Non-Standard Employment

- | | |
|---|---|
| <p>Employee or independent contractor, <i>see also</i> “Employee” defined; Independent contractor; Sharing economy</p> <ul style="list-style-type: none">• determination of, 2.1•• court, tribunal decisions, 2.1.1, 11.3•• dependent on “employer-employee” relationship, 2.1• <i>Employment Standards Act, 2000</i>, s. 5.1, (Ontario), 2.1• independent contractor not afforded statutory or common law protection provided to employees, 2.1• misclassifying an individual as independent contractor, consequences, 2.1.1, 2.2.6.2• non-traditional worker characterized as independent contractor, 1• tests to determine whether independent contractor or employee, 2.2–2.2.6.2, <i>see also</i> Employment relationship tests• two legal classifications of worker, 2.1 <p>Employer-employee relationship</p> <ul style="list-style-type: none">• employee or independent contractor, 2.1• fixed-term or indefinite duration contracts, 4.2• freelancers and the gig economy, 11.2• intern or employee, 6.1• temporary agency employment, 7.3•• agency-client-employee relationship, 7.3• tests to determine, 2.2–2.2.6.2, 6.1 | <p>Employers’ rights and employees’ privacy at common law, <i>see also</i> Privacy implications</p> <ul style="list-style-type: none">• <i>Canadian Charter of Rights and Freedoms</i>, s. 8, 12.2.1.2• computer-usage and/or monitoring policy, 12.2.1.2• emails or social messages re employees falling within definition of personal information, 12.2.1.2•• four-part test for expectation of privacy, 12.2.1.2•• <i>R. v. Cole</i>, 12.2.1.2• intrusion upon seclusion, 12.2.1.2•• employers may be held vicariously liable for actions of employees, 12.2.1.2 <p>Employment and Social Development Canada (ESDC), 3.3, 7.4, 7.4.1</p> <p>Employment Insurance (EI)</p> <ul style="list-style-type: none">• casual workers, 7.5.3• contract workers, 4.6.3• independent contractors, not deducted for, 2.1.1• part-time workers, 3.4•• calculation of hours, 3.4.1• seasonal workers, 7.4.3• temporary foreign workers, 7.2.6 <p>Employment relationship tests, <i>see also</i> Employee or independent contractor</p> <ul style="list-style-type: none">• employee or independent contractor, 2.2.1–2.2.6.2•• Control Test, 2.2.1, 6.2.1•• Economic Reality Test, 2.2.2, 6.1•• Fourfold Test, 2.2.3••• court cases, 2.2.3 |
|---|---|

Index

Employment relationship tests — *Continued*

- employee or independent contractor — *Continued*
- Organization/Integration Test, 2.2.4
- Permanency Test, 2.2.5
- Specific Results Test, 2.2.6.1
- Total Relationship Test, 2.2.6.2
- court cases, 2.2.6.2
- employee or intern, 6.1, 6.2.1
- Department of Labor (U.S.) test, 6.1
- primary beneficiary test, 6.1
- six-factor intern/employee test, 6.1
- totality of the circumstances test, 6.1

Employment rights, interns, *see* Interns

Employment standards, *see also* specific provinces

- apply to oral or written contract, 3.2
- casual workers, 7.5.1
- contract workers, 4.3
- interns, 6.2.1
- outsourced workers, 8.2.1
- part-time workers, 3.2
- seasonal workers, 7.4.1
- temporary agency workers, 7.3.1
- temporary foreign workers, 7.2.2

Employment Standards Acts, *see* specific provinces; Federal legislation

European Union legislation

- General Data Protection Regulation (GDPR), 12.2.1.1

F

F.A.R.M.S., *see* Foreign Agricultural Resource Management Services in Ontario and Nova Scotia; Seasonal workers

F.E.R.M.E., *see* Fondation des Entreprises en Recrutement de Main d'oeuvre Agricole Étrangère; Seasonal workers

Federal legislation

- *Air Canada Public Participation Act*, 8.2.2
- *Canada Labour Code*, 6.4.2
- dependent contractor included in employee definition (s. 3), 2.3
- interns provided occupational health and safety protection, 6.4.2
- part-time workers, 3.2
- unpaid workers, exclusions not provided for, 6.2.1
- *Canadian Charter of Rights and Freedoms*, 12.2.1.2
- employees' privacy/protection against unreasonable search and seizure, 12.2.1.2
- *Criminal Code*, 12.2.1.2
- *Employment Insurance Act*, 3.4, 3.4.1, 4.6.3, 7.2.6, 7.4.3, 7.5.3
- casual workers not expressly excluded, 7.5.3
- *Employment Insurance Regulations*, 2.1.1
- independent contractors to be covered for EI purposes, 2.1.1
- *Fairness for the Self-Employed Act*, 2.1.1
- PIPEDA, *see* *Personal Information Protection and Electronics Documents Act*

HR Guide to Non-Standard Employment

Federal legislation — *Continued*

- *Personal Information Protection and Electronics Documents Act* (PIPEDA), 12.2.1, 12.2.1.1, 12.2.1.2
- application, 12.2.1
- case summary, GPS-collected data, 12.2.1.3
- *Privacy Act*, 12.2.1

Fixed-term contract, *see* Contract workers

Flexible work arrangements (FWAs), *see* Flexible workforce

Flexible workforce

- flexible work arrangements (FWAs), 10.1, 10.2.1
- adopting FWA not legally mandatory, 10.2.2
- banking of hours/annualized hours, 10.1
- compressed work weeks, 10.1
- flexplace, 10.1
- flextime, 10.1
- flexitime, flex schedule, flexi system, 10.1
- job sharing, 10.1
- part-time/reduced hours, 10.1
- staggered hours, 10.1
- telecommuting/home working, 10.1, 10.2.1
- telecommuting
- avoiding pitfalls of, 10.2–10.2.4
- constructive dismissal, 10.2.4
- determination of work-related illness or injury, 10.2.3
- human rights considerations, court case, 10.2.2
- occupational health and safety, 10.2.3
- inspection of workplace in a home, 10.2.3

- telecommuting policy, 10.2.1, 10.2.4, 10.3
- sample policy, 10.3
- workers' compensation, 10.2.3
- workplace defined/described, 10.2.3
- written agreement to clarify responsibility of health and safety issues and workers' compensation, 10.2.3

Fondation des Entreprises en Recrutement de Main d'oeuvre Agricole Étrangère) (F.E.R.M.E), 7.4, *see also* Seasonal workers

Foreign Agricultural Resource Management Services (F.A.R.M.S.) in Ontario and Nova Scotia, 7.4, *see also* Seasonal workers

Fourfold Test, 2.2.3

Freelancers and the gig economy, 11.2, *see also* Independent contractor; Sharing economy

Future of non-standard employment, 14

G

GPS data, *see* Mobile workforce, managing

General Data Protection Regulation (GDPR), 12.2.1.1

Gig economy, *see also* Sharing economy

- defined, 1
- micro-entrepreneur, 11.2, 14
- freelancers and, 11.2

Index

Gig economy, *see also* Sharing economy

— *Continued*

- privacy protection for non-standard workforce, 12.2.1.1

H

Harassment, protection from

- interns, 6.3
- part-time workers, 3.8
- temporary agency workers, 7.3.2
- temporary foreign workers, 7.2.4
- volunteers, 5.3.1

Health and safety protections, *see* Occupational health and safety protections

Human rights legislation, *see also* specific provinces; Disability; Discrimination, protection from

- non-standard employees, 3.8
- privacy implications, 12.2.1.3
- volunteers, protection under, 5.3.1

Human rights protections, *see* Interns; Part-time workers; Telecommuters; Temporary agency workers; Temporary foreign workers; Volunteers

Human Rights Tribunal of Ontario

- decisions
- telecommuters, 10.2.2
- temporary foreign workers, 7.2.4
- volunteer workers, 5.3.1

I

IMP (International Mobility Program), *see* International Mobility Program (IMP); Temporary foreign workers

Increase in non-standard employment, 1

Independent contractor, *see also* Employee or independent contractor; Legal framework for worker classification

- company not responsible for misconduct of independent contractor, 2.1.1
- conduct of parties of primary importance to determining nature of relationship, 2.1.1
- court case respecting, 2.1.1
- employer not required to make certain deductions from pay, 2.1.1
- income tax, 2.1.1
- premiums for Canada Pension Plan (CPP), 2.1.1
- *Employment Insurance Act* coverage, 2.1.1
- gig economy and, 11.2
- independent contractor relationship, benefits and drawbacks of, 2.1.1
- misclassifying an individual as independent contractor
- employer liability arising from, 2.2.6.2
- rights and remedies subject to contract or agency agreement, 2.1
- tests to determine whether independent contractor or employee, 2.2–2.2.6.2, *see also main entry* Employment relationship tests

HR Guide to Non-Standard Employment

Independent contractor — *Continued*

- whether subject to PIPEDA, 12.2.1

Integration/Organization Test, 2.2.4

International Mobility Program

(IMP), 7.2, *see also* Temporary foreign workers

- application process, 7.2
- employer obligations, 7.2.1-7.2.5
- upon dismissal, 7.2.3
- inspections
- Employment and Social Development Canada (ESDC) officer, by, 7.2.1
- Immigration, Refugees and Citizenship Canada (IRCC) officer, by, 7.2.1
- LMIA exemption, 7.2
- non-compliance penalties and bans from hiring temporary workers, 7.2.1

Interns, *See also* Internships

- described, 6.1, 6.2.1
- determination of status as
 - intern or employee, 6.1, 6.2.1
 - intern or volunteer, 6.1, 6.2.1
 - “worker” or “learner” under workers’ compensation legislation, 6.4.1
- educational program or training, in, 6.2.1
- employment rights, 6.2
- contracting out of employment standards obligations not allowed, 6.2.1
- employers legally responsible for satisfying requirements for unpaid internships, 6.2.1
- employment standards legislation, 6.2.1
- British Columbia

- • • *Employment Standards Act*, 6.2.1
- • • Employment Standards Branch Interpretation Guidelines Manual, courts not bound by, 6.2.1
- • • • practicum versus internship, 6.2.1
- • *Canada Labour Code*, exclusions not provided for unpaid workers in, 6.2.1
- • factors to determine whether intern or employee, 6.2.1
- • • primary beneficiary test, 6.1
- • • six-factor intern/employee test from Department of Labor (DOL) (U.S.), 6.1
- • • totality of the circumstances test, 6.1
- • • • court cases, 6.1
- • Ontario
- • • *Employment Standards Act, 2000*, 6.2.1
- • • paid and unpaid internships, 6.2.1
- • • practicum, elements of, 6.2.1
- • Quebec
- • • *An Act respecting labour standards*, 6.2.1
- • • Commission des normes du travail, 6.2.1
- • • unpaid and underpaid workers allowed in two circumstances, 6.2.1
- human rights legislation, 6.3
- • protection against discrimination and harassment, 6.3
- occupational health and safety legislation, 6.4.2
- • full occupational health and safety protection under *Canada Labour Code*, 6.4.2

Index

Interns — *Continued*

- occupational health and safety legislation — *Continued*
- • protection for interns and students varies across Canada, 6.4.2
- • unpaid interns and co-op students included in Ontario’s “worker” definition, 6.4.2
- workers’ compensation legislation, 6.4.1

Internships, *see also* Interns

- B.C. Employment Standards Branch, 6.2.1
- • Interpretation Guidelines Manual, 6.2.1
- • • practicum versus internship, 6.2.1
- defined, 6.1, 6.2.1
- practicum versus, 6.2.1, 6.4.2
- unpaid positions
- • considered exploitation, 6.1

J

Job sharing, 3.9

- accommodation for medical reasons legislated, 3.9
- policy or agreement should be consistent with applicable employment standards legislation, 3.9

K

Knowledge worker, 1

L

LMIA-based work permit, *see also*

- Temporary foreign workers
- employers’ obligations upon dismissal, 7.2.3
- • conditions and obligations differ depending on whether low-wage or high-wage position, 7.2.3
- employer-specific, 7.2.3
- human rights protection under, 7.2.4
- new work permit required for change in employer, 7.2.3
- exemption from obtaining LMIA, 7.2
- housing requirements under, 7.4.1

Labour Market Impact Assessment (LMIA), *see also* LMIA-based work permit; Temporary foreign workers

- verifies need for temporary worker, 7.2

“Learner” defined, 6.4.1

Legal framework for worker classification, *see also* Dependent contractor; Employee or independent contractor; Independent contractor

- dependent contractors, 2.3
- employee or independent contractor, 2.1
- independent contractors
- • determination of status as, 2.1, 2.1.1, 2.2
- • misclassifying an individual as independent contractor, consequences, 2.1.1, 2.2.6.2
- tests to determine employment relationship, 2.2–2.2.6.2, *see also* Employment relationship tests

HR Guide to Non-Standard Employment

Legal implications of sharing economy, *see* Sharing economy

Legal status of unpaid interns, 6.2.1

Legislation, *see* specific provinces; European legislation; Federal legislation

M

Manitoba legislation

- *Employment Standards Code, The*, 2.1
- “employee” defined, 2.1
- part-time workers and employment standards, 3.2
- seasonal workers, 7.4.1
- *Human Rights Code, The*
- part-time workers, harassment, 3.8
- temporary agency workers, 7.3.2
- workers’ compensation, 3.8
- casual workers, 7.5.2
- interns, 6.4.1

Micro-entrepreneur, 11.2, 14

Mobile workforce, managing, *see also* Flexible workforce

- sample policies, monitoring computer and Internet usage, 12.3.1, 12.3.2, 12.3.3
- Internet access policy, 12.3.1
- off-duty conduct policy, 12.3.3
- social media policy, 12.3.2
- tracking employee location, 12.2.1.3
- GPS data
- could fall under personal information, 12.2.1.3
- privacy commissioner decisions on use of, 12.2.1.3

- use where collective agreement authorizes tracking technology, 12.2.1.3
- Radio Frequency Identification Technology (RFID), 12.2.1.3
- Vehicle Telematics Technology, 12.2.1.3

N

New Brunswick legislation

- *Employment Standards Act*, 2.1
- “call-in pay,” 7.5.1
- “employee” defined, 2.1
- overtime rate, 3.2
- *Personal Health Information Privacy and Access Act*, 12.2.1

New concept of workplace

- “being at work” concept, 9
- brainstorming spaces, 9
- cloud computing, 9
- collaborative workspaces, 9
- “campsites,” 9
- cloud-based software allows for virtual collaboration, 9
- co-working spaces, 9
- huddle-rooms, 9
- shared workspaces, 9
- primary characteristic of modern workplace, 9
- privacy issues, 9
- technological advances and “virtual” economies, 9
- global marketplace for talent, 9
- software as a service (SaaS), 9
- workplace
- new definition of, 9
- traditional definition of, 9

New economy

- flexible workforce, 1
- sharing economy, 1

Index

- New economy** — *Continued*
- social media, privacy and technology in the workplace, 1, 9, 12
- Newfoundland and Labrador legislation
- *Human Rights Act, 2010*, 3.8
 - age discrimination, 3.8
 - *Labour Standards Act*
 - overtime rate, 3.2
 - *Personal Health Information Act*, 12.2.1
- Non-standard workers
- as independent contractors, 1, 11.2
 - benefits, disadvantages of non-standard employment, 1, 14
 - precluded from legislated protections, 1
- Nova Scotia legislation
- *Personal Health Information Act*, 12.2.1
- O**
- Occupational health and safety protections, *see also* specific provinces
- application, generally, 3.7.2
 - casual workers, 7.5.2
 - interns, 6.4.2
 - part-time workers, 3.7.2
 - seasonal employees, 7.4.2
 - telecommuters, 10.2.3
 - temporary agency workers, 7.3.3
 - temporary foreign workers, 7.2.5
 - volunteers, 5.4
- Office of the Privacy Commissioner of Canada, 12.1
- Offshore outsourcing, *see* Outsourcing
- Ontario Human Rights Tribunal
- decisions
 - telecommuters, family status, 10.2.2
 - temporary foreign workers, rights of, 7.2.4
 - volunteer work considered employment for purposes of Code, 5.3.1
- Ontario legislation
- *Accessibility for Ontarians with Disabilities Act (AODA)*, 5.3.2
 - *Accessibility Standards for Customer Service* regulation, 5.3.2
 - *Integrated Accessibility Standards* regulation, 5.3.2
 - *Employment Protection for Foreign Nationals Act (Live-in Caregivers and Others)*, 2009, 7.2.4
 - *Employment Protection for Foreign Nationals Act*, 2009 (EPFNA), 7.2.4
 - *Employment Standards Act, 2000*, 4.3
 - “employee” defined, 2.1
 - interns and internships, 6.2.1
 - outsourcing, 8.2.1
 - overtime pay, 6.4.1
 - part-time workers, 3.2
 - seasonal workers including temporary foreign workers and agricultural workers, 7.4.1
 - temporary agency workers, holiday and severance pay, 7.3, 7.3.1
 - *Termination and Severance of Employment* regulation, 4.3

HR Guide to Non-Standard Employment

Ontario legislation — Continued

- *Employment Standards Act, 2000*, — Continued
- termination pay not applicable to casual workers, 4.3
- volunteers not considered employees, 5.2
- *When Work Deemed to be Performed, Exemptions and Special Rules* regulation, 7.4.1
- *Fair Workplaces, Better Jobs Act, 2017*, 2.1, 7.3, 14
- *Human Rights Code*, 10.2.2
- age discrimination, 3.8
- application to volunteers, 5.3.1
- exemption for recruiting volunteers for “special interests organizations” (s. 18), 5.3.1
- temporary agency workers, 7.3.2
- *Labour Relations Act, 1995*, 2.3
- dependent contractors included in employee definition, 2.3
- *Making Ontario Open for Business Act, 2018* (Bill 47), 2.1, 7.3.1, 7.5.2, 14
- *Occupational Health and Safety Act*
- common law duty to take reasonable care to ensure safety of volunteers, 5.2
- intern and co-op student included in “worker” definition, 6.4.2
- seasonal workers, 7.4.2
- temporary agency workers, 7.3.3
- *Personal Health Information Protection Act, 2004*, 12.2.1
- *Statute of Frauds*, 4.2
- *Stronger Workplaces for a Stronger Economy Act, 2014* (SWSEA) (Bill 18), 6.4.2, 7.2.4, 7.3.1, 7.3.3
- temporary agency workers, 7.3.3
- temporary foreign workers, 7.2.4, 7.3.1
- *Workers’ Compensation Act, 2013*, 6.4.1
- “learner” defined, 6.4.1
- “worker” defined, 6.4.1
- *Workplace Safety and Insurance Act, 1997*, 3.7, 6.4.1, 7.3.3, 7.4.2
- independent contractors, 3.7.1
- interns entitled to compensation, 6.4.1
- temporary agency workers, 7.3.3
- volunteers included in “worker” definition, situations where, 5.2
- workers cannot commence civil action against employers (s. 28), 3.7.1
- workers may sue third party, 3.7.1
- Organization/Integration Test, 2.2.4
- Outsourced workers, *see* Outsourcing
- Outsourcing
- employer’s duties under employment standards legislation, 8.2.1
- court case, 8.2.1
- severance provisions not necessarily triggered, 8.2.1
- legal issues, 8.2, 8.2.1, 8.3
- comprehensive contract essential, 8.2, 8.3
- key provisions of contract, 8.2
- offshore outsourcing, 8.1, 8.2.2
- court cases with respect to, 8.2.2
- privacy issues, 12.2.1.1
- workers, 8.1, 8.2

Index

Outsourcing — *Continued*

- workers — *Continued*
- entrepreneurial companies become providers of outsourcing services, 8.1
- legal issues, 8.2
- offshore outsourcing, 8.1, 8.2
- technology providing major component of offshore outsourced work, 8.1, 9

P

PIPEDA, see *Personal Information Protection and Electronic Documents Act*; Privacy implications

Part-time workers

- benefits, 3.2
- *Saskatchewan Employment Act, The*, benefits entitlement under, 3.3
- Canada Pension Plan or Quebec Pension Plan, not specifically excluded from, 3.3
- determination of part-time status, 3.1
- number of hours considered part-time varies, 3.1, 3.3
- employment insurance entitlement, 3.4
- calculation of hours of insurable employment, 3.4.1
- employment standards, 3.2
- *Canada Labour Code*, Part III, 3.2
- laws across Canada make no distinction between full- and part-time work, 3.2
- legislation may have effect of excluding part-time workers, 3.2

- Ontario
- *Employment Standards Act, 2000*, 3.2
- overtime pay, 3.2
- averaging hours over several weeks, 3.2
- human rights protection, 3.8
- accommodating needs of workers with disability or family responsibility, 3.8
- age discrimination, 3.8
- British Columbia, *Human Rights Code*, 3.8
- Newfoundland and Labrador, *Human Rights Act, 2010*, 3.8
- employers' duty to provide accommodation for employees' childcare responsibilities, 3.8
- Canadian Human Rights Tribunal (CHRT) ruling, 3.8
- harassment, 3.8
- sexual harassment, 3.8
- job sharing, 3.9
- accommodation for medical reasons legislated, 3.9
- policy or agreement should be consistent with applicable employment standards legislation, 3.9
- occupational health and safety, 3.7, 3.7.2
- Canadian Centre for Occupational Health and Safety, 3.7.2
- pensions and benefits, 3.3
- Canada Pension Plan or Quebec Pension Plan, 3.3
- pro-rated benefits, Saskatchewan only province requiring, 3.3
- transfer to part-time work grounds for constructive dismissal, 3.6

HR Guide to Non-Standard Employment

Part-time workers — *Continued*

- workers' compensation, 3.7, 3.7.1
- cost of benefits increased, 3.7.1
- part-time workers not specifically excluded from legislation, 3.7.1
- wrongful dismissal, 3.5
- permanent part-time worker entitled to same notice as full-time employee
- court cases, 3.5
- *Wallace* damages, 3.5

Pensions

- contingent workers often excluded from company plans, 3.3
- part-time workers, 3.3
- pooled registered pension plans, 11.2

Permanency Test, 2.2.5

Personal Information Protection and Electronic Documents Act

- (PIPEDA), *see also* Privacy implications, 12.2.1, 12.2.1.1, 12.2.1.2
- application, 12.2.1

“Piecework” defined, 11.2

Policies

- computer-usage and/or monitoring policy essential, 12.2.1.2
- sample policies, 3.8
- internet access, 12.3.1
- off-duty conduct, 12.3.3
- social media, 12.3.2
- recommended content, 12.1.1
- telecommuting, 10.3
- recommended content, 10.2.1
- working from home, 13.3.1

- working with confidential and/or sensitive material, 13.3.2

Precarious work defined, 1

Prince Edward Island legislation

- OHS officer may inspect workplace in a home, 10.2.3
- *Workers Compensation Act*, 3.7.1
- workers may sue third party, 3.7.1

Privacy implications, *see also*

- Policies; Technology and best practices
- complying with PIPEDA considered best practice, 12.2.1, 12.2.1.1
- Employee Privacy Do's and Don'ts, 12.2.1.1
- employee personal use of company technology, 12.2
- employer monitoring of, 12.2.1
- European Union legislation
- General Data Protection Regulation (GDPR), 12.2.1.1
- GPS data, *see* Mobile workforce, managing
- health records, provincial legislation, 12.2.1, 12.2.1.1
- offshore outsourcing, 8.2.1
- Ontario
- private sector employee information subject to restrictions under common law, 12.2.1
- tort of intrusion upon seclusion, 12.2.1
- outsourcing, 8.2.1
- PIPEDA, *see Personal Information Protection and Electronic Documents Act*
- *Personal Information Protection Acts* (PIPAs), provincial, 12.2.1

Index

Privacy implications — *Continued*

- *Personal Information Protection Acts* (PIPAs), provincial — *Continued*
 - govern provincially regulated private sector organizations, 12.2.1.1
 - *Personal Information Protection and Electronic Documents Act* (PIPEDA), 12.2.1
 - application, private sector, 12.2.1
 - federally regulated industries, business collection, use and disclosure of personal information, 12.2.1
 - job candidates and independent contractors, grey areas in application of PIPEDA, 12.2.1
 - may not be applicable to employment relationship in provincially regulated industries, 12.2.1
 - best practice to comply with PIPEDA, 12.2.1
 - provincially regulated industries, business collection, use and disclosure of personal information, 12.2.1
 - exception, provinces with legislation “substantially similar” to PIPEDA, 12.2.1
 - independent contractors likely covered by, 12.2.1.1
 - “personal information” defined, 12.2.1
 - principles of Canadian privacy legislation enshrined in Schedule 1, 12.2.1
 - *Privacy Act*, federal, 12.2.1
 - applicable to public sector government activity and employment, 12.2.1
 - reasonable expectation of privacy, employee, 12.2.1
 - workplace privacy in Canada, 12.2.1
 - *Charter* protection against unreasonable search and seizure, 12.2.1.2
 - employee right to privacy, 12.2.1, 12.2.1.2
 - employer may be vicariously liable for employee’s breach of privacy in workplace, 12.2.1.2
 - surveillance, monitoring, GPS data, 12.2.1.1
- Public holiday pay
- casual workers, 7.5.1
 - temporary workers, 7.3.1
- ### Q
- QPP (Quebec Pension Plan), 3.3
- Quebec, Commission des Normes du Travail, 6.2.1
- Quebec legislation
- *Act Respecting Labour Standards, An*, 6.2.1
 - “employee” defined, 6.2.1
 - *Act respecting parental insurance, An*, 2.1.1
 - *Act respecting the protection of personal information in the private sector, An*, 6.2.1
- Quebec Pension Plan (QPP), 3.3
- ### S
- SAWP, *see* Seasonal Agricultural Workers Program (SAWP); Seasonal workers

HR Guide to Non-Standard Employment

Saskatchewan legislation

- *Human Rights Code, The*, 3.8
- age discrimination, 3.8
- *Saskatchewan Employment Act, The*, 3.3
- *Employment Standards Regulations, The*, 3.3
- part-time hours, 3.1
- *Workers' Compensation Act, The* 6.4.1
- “learner” included in definition of “employee,” 6.4.1

Seasonal Agricultural Workers

Program (SAWP), *see also*

Seasonal workers

- determination of wages, 7.4.1
- Fondation des Entreprises en Recrutement de Main d'oeuvre Agricole Étrangère (F.E.R.M.E.), 7.4
- Foreign Agricultural Resource Management Services (F.A.R.M.S.) in Ontario and Nova Scotia, 7.4
- workers employed under SAWP, 7.4.1
- employers must enrol worker in provincial health plan and with workers' compensation board, 7.4.2
- employers to provide “adequate, suitable and affordable housing”, 7.4.1
- British Columbia, housing requirement, 7.4.1
- inspection requirement, 7.4.1
- farm and ranch workers paid according to SAWP contract, 7.4.1

Seasonal workers, *see also* Seasonal Agricultural Workers Program (SAWP), 7.4

- agricultural workers, 7.4.1
- defined, Statistics Canada, 7.4
- employment insurance, 7.4.3
- employment standards legislation, provincial, 7.4.1
- farm and ranch workers, 7.4.1, 7.4.2
- form of payment
- overtime pay
- threshold, 7.4.1
- exemption, 7.4, 7.4.1
- payroll deductions, 7.4.3
- “seasonal employee,” Ontario, defined, 7.4.1
- farm and ranch workers, 7.4.1
- occupational health and safety laws, protection under, 7.4.2
- Seasonal Agricultural Workers Program (SAWP), 7.4, 7.4.1, *see also main entry* Seasonal Agricultural Workers Program (SAWP)
- temporary foreign agricultural workers, 7.4.1
- workers' compensation laws, protection under, 7.4.2
- workers employed under SAWP, 7.4.1
- wages determined annually by ESDC, 7.4.1

Seattle Ordinance, 11.3

Secured Sockets Layer Virtual Private Network (SSL VPN), 13.1

Sharing economy

- crowdsourcing, 11.1
- digital markets, 11.1
- emergence of, 11.1, 14
- freelancers and the gig economy, 11.2
- digital intermediation of work, 11.2

Index

Sharing economy — *Continued*

- freelancers and the gig economy —
Continued
 - employee or contractor, 11.2
 - court, tribunal decisions re, 11.3
 - “freelancer” defined, 11.2
 - gig economy as rebranded piecework, 11.2
 - micro-entrepreneur
 - defined, 11.2
 - solo entrepreneur and, result of gig economy, 11.2, 14
 - “piecework” defined, 11.2
 - pooled registered pension plans (PRPPs), 11.2
 - Uber drivers, employees or contractors, court, tribunal decisions, 11.3
 - gig economy, 11.2
 - legal implications, 11.3
 - employee versus contractor, 11.2
 - court, tribunal decisions re, 11.3
 - Uber drivers, employees or independent contractors, 11.3
 - Seattle Ordinance, 11.3
 - online job/talent platforms, 11.1
 - digital labour go-betweens, operate as, 11.2
 - digital remote work, 11.2
 - peer-to-peer (P2P) platform key feature of sharing economy, 11.1
- Social Insurance Numbers (SINs)
- temporary foreign workers, 7.2.3
 - SINs valid until expiry date on immigration work document, 7.2.3

Social media, 12.1

- employer strategy for minimizing risks associated with, 12.1.1
- developing social media and technology use policy vital, 12.1.1
- social media guidelines incorporated into discrimination and harassment policies, 12.1.1
- social media training for employees, 12.1.1
- employer liability for employee postings, 12.1
- privacy implication, *see* Privacy implications
- sample policies, 12.3
- Internet access policy, 12.3.1
- social media use, 12.3.2
- suggested content, 12.1.1
- social networking sites (SNS), 12.1
- privacy issues, 12.1
- Web 2.0, 12.1

“Special interests organizations,” recruitment exemptions under Ontario *Human Rights Code*, 5.3

Specific Results Test, 2.2.6.1

T

TFWP, *see* Temporary Foreign Workers Program

Technology and best practices, *see also* Mobile workforce, managing

- basic security requirement for secure telecommuting, 13.1
- best practice tips, 13.2
- telecommuters, 13.1
- monitoring use of data and access essential, 13.1
- policy samples, 13.3

HR Guide to Non-Standard Employment

Technology and best practices — *Continued*

- policy samples — *Continued*
- Working From Home Policy, 13.3.1
- Working with Confidential and/or Sensitive Information at Home Policy, 13.3.2
- secure access to data and systems essential, 13.1
- Secured Sockets Layer Virtual Private Network (SSL VPN), 13.1
- security defined, 13.1
- Transport Layer Security (TLS), 13.1
- WebVPN, 13.1

Telecommuting, *see* Flexible workforce

Temporary agency workers

- agencies
- Ontario
- agency and client employer responsibilities, 7.3.1
- must maintain records of hours worked, 7.3.1
- obligated to comply with employment standards legislation, 7.3.1
- employer is temporary agency, 7.3
- employment standards legislation, 7.3.1
- minimum entitlements, workers subject to, 7.3.1
- notice of termination, 7.3.1
- Ontario, *Employment Standards Act*, 7.3, 7.3.1
- public holiday pay eligibility when worker not on assignment, 7.3.1
- severance pay, right to, 7.3.1

- public holiday pay eligibility, 7.3.1
- human rights legislation, protection under, 7.3.2
- Ontario, *Human Rights Code*, s. 23(4), discrimination by agency prohibited, 7.3.2
- legal protection varies from province to province, 7.3
- occupational health and safety laws, protection under, 7.3.3
- Ontario, *Occupational Health and Safety Act*, 7.3.3
- Ontario, agency and client employer jointly responsible, 7.3.3
- temporary agency employment, three parties involved in, 7.3
- workers' compensation laws, protection under, 7.3.3
- Ontario, client employer responsible for cost of claim, reporting, 7.3.3

Temporary foreign agricultural workers, 7.4.1, *see also* Seasonal Agricultural Workers Program (SAWP); Temporary foreign workers

Temporary foreign workers, 7.2, *see also* International Mobility Program (IMP); seasonal workers; Seasonal Agricultural Workers Program (SAWP); Temporary Foreign Workers Program (TFWP)

- dismissal, employers' duties, 7.2.3
- employer-specific work permit, 7.2.3
- LMIA-based work permit, 7.2.3
- high-wage worker, 7.2.3
- low-wage worker, 7.2.3

Index

- Temporary foreign workers** — *Continued*
- dismissal, employers' duties — *Continued*
 - no obligations when workers hired under "open" work permits, 7.2.3
 - reporting termination to ESDC, 7.2.3
 - employer-specific work permit, 7.2.3, *see also* LMIA-based work permit
 - employers' obligations, 7.2.1
 - compliance requirements, 7.2.1
 - non-compliance penalties, 7.2.1
 - housing, low-wage TFWP and SAWP, 7.4.1
 - reporting requirements, 7.2.3
 - upon dismissal, 7.2.3
 - employment insurance benefits eligibility, 7.2.6, 7.4.3
 - employment standards legislation applicable, 7.2.2
 - federally administered temporary foreign worker programs, 7.2
 - International Mobility Program (IMP), 7.2, 7.2.1, *see also main entry* International Mobility Program (IMP)
 - Seasonal Agricultural Workers Program (SAWP), 7.4, *see also main entry* Seasonal workers
 - Temporary Foreign Workers Program (TFWP), 7.2, *see also main entry* Temporary Foreign Workers Program (TFWP)
 - human rights legislation, protection under, 7.2.4
 - human rights tribunal decisions, 7.2.4
 - International Mobility Program (IMP), 7.2, 7.2.1, *see also main entry* International Mobility Program (IMP)
 - Labour Market Impact Assessment, *see* LMIA-based work permit
 - LMIA-based work permit, 7.2
 - employer obligations, 7.2.3
 - high-wage position, 7.2.3
 - low-wage position, 7.2.3
 - required for Temporary Foreign Workers Program, 7.2.3
 - restrictions, 7.2.3
 - occupational health and safety laws, protection under, 7.2.5, 7.4.2
 - "open" work permit, 7.2.3
 - Seasonal Agricultural Workers Program (SAWP), 7.4, *see also main entries* Seasonal workers; Seasonal Agricultural Workers Program (SAWP)
 - Social Insurance Numbers valid until expiry date on immigration work document, 7.2.3
 - Temporary Foreign Workers Program (TFWP), 7.2, *see also main entry* Temporary Foreign Workers Program (TFWP)
 - work permit, new, required where change in employer, 7.2.4
 - workers' compensation laws, protection under, 7.2.5, 7.4.2
- Temporary Foreign Workers Program (TFWP)**, 7.2, *see also* Temporary foreign workers
- compliance requirements, 7.2.1
 - employers may be subject to inspection, Employer Compliance Review or review under Ministerial Instruction, 7.2.1

Temporary Foreign Workers Program (TFWP) — *Continued*

- compliance requirements — *Continued*
- non-compliance penalties and bans from hiring temporary workers, 7.2.1
- employer obligations upon dismissal, 7.2.3
- report to ESDC, 7.2.3
- return transportation costs of TFW, 7.2.3
- LMIA-based work permit required, 7.2

Term employment, *see* Contract workers, fixed-term contract

Termination

- casual workers, severance pay, 7.5.1
- contract workers, fixed-term contracts, 4.5
- temporary agency workers, 7.3.1
- temporary foreign workers, 7.2.3

Tests to determine employment relationship, *see* Employment relationship tests

Three Hour Rule, 7.5.1

Total Relationship Test, 2.2.6.2

Transport Layer Security (TLS), 13.1

U

Uber Technologies Inc., employee versus contractor, court and tribunal decisions, 11.3

Unpaid and underpaid internships, 6.2, 6.2.1

V

Volunteers

- defined, generally, 5.2
- duties owed to and by volunteers within organization, 5.5
- employee versus volunteer, status, 5.2
- determination of, varies by jurisdiction, 5.2
- not considered employees under Ontario *Employment Standards Act*, 5.2
- paid volunteer work would indicate employment relationship, 5.2
- volunteer arrangements do not meet traditional common law or legislative definitions of employee, 5.2
- expectations set out in policies, practices and codes of conduct, 5.7
- human rights issues, legislative protection against discrimination, 5.3.1
- accommodation of disabilities, 5.3.2
- Ontario *Human Rights Code*
- exemptions for recruitment for “special interests organizations” (s. 18), 5.3.1
- legal treatment of volunteers varies across country, 5.2
- occupational health and safety issues, 5.4
- organizational liability for volunteers, 5.6
- conditions for liability, 5.6
- vicarious liability includes volunteer acting within scope of responsibilities, 5.6

Index

Volunteers — *Continued*

- organizational obligations to volunteers, 5.5, 5.7
- accommodation of disabilities, 5.3.2
- Ontario, *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), 5.3.2
- requirement to train re provision of goods and services to persons with a disability and accessibility standards, 5.3.2
- duty to take reasonable care to ensure safety of volunteers, training, safety procedures, 5.2
- training to include informing volunteers of organization's policies and procedures, 5.7
- volunteer organizations, 5.1

Vulnerable worker defined, 1

W

WebVPN, 13.1

Worker, two legal classifications of, 2.1

Workers' compensation

- application, generally, 3.7, 3.7.1

- casual workers, 7.5.2
- contract workers, 4.6.2
- interns, 6.4.1
- part-time workers, 3.7.1
- seasonal workers, 7.4.2
- telecommuters, 10.2.3
- temporary agency workers, 7.3.3
- temporary foreign workers, 7.2.5

Workers Compensation Acts, *see also* specific provinces

- worker suing third party, 3.7.1

Workplace

- new definition of, 9
- traditional definition of, 9

Workplace Hazardous Materials Information System (WHMIS), 10.2.3

Workplace privacy, 12.2.1.2, *see also* Privacy implications

Workplace safety, *see* Occupational health and safety protections

Wrongful dismissal

- constructive dismissal
- telecommuters, 10.2.4
- transfer to part-time work, 3.6
- fixed-term contracts, 4.5
- part-time worker, 3.5
- term employment, 4.5