

Standards Act – Policy & Interpretation Manual®

Employment Standards Act - Policy & Interpretation Manual is comprised of two Infobases:

1. **Employment Standards Act:** Contains the full text of the ESA 2000 manual, regulations and case law.

TIP: Maximize this window as this is the Infobase in which you will be browsing or searching.

2. **Employment Standards Act Find:** Contains the cross-references to the manual and case law contained within the Main Infobase.

The CDROM is completely updated every 6 months. Each release incorporates updates within each subject area.

To view the currency of the Infobase, click Read the Release Notes located in the Employment Standards Act Main document window upon launching Employment Standards Act - Policy & Interpretation Manual.

TIP: You may wish to print the Release Notes as they are replaced with each subsequent update. Click anywhere inside the Release Note and then click the **Print Document** icon on the Toolbar. *Alternatively*, to save the release note into a file, highlight the note and then copy and paste it into your word processing file.

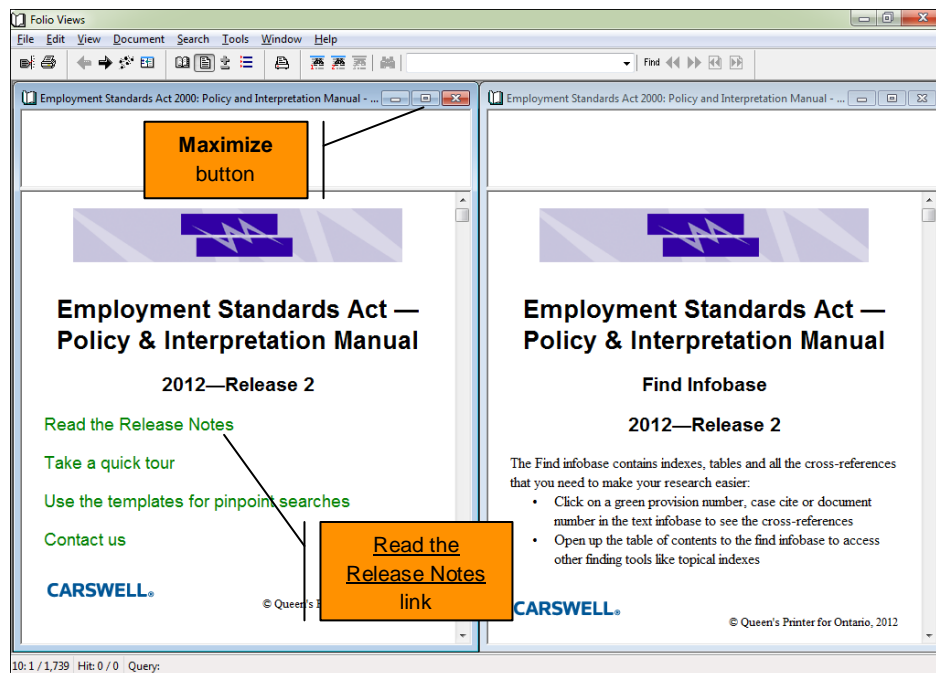


Figure 1: Main and Find Infobases

Toolbar

The Toolbar buttons provide a quick way to access common menu options:

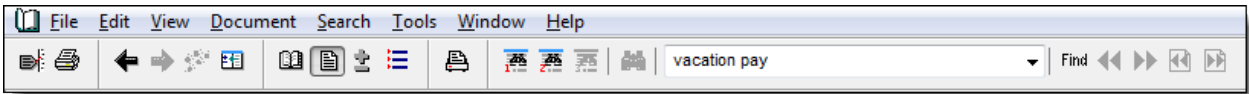


Figure 2: Toolbar



Tag Record: Tags the current record (i.e. title, paragraph, etc.). To remove a tag, click Tag Record again.



Print: Print the current record or selected text.



Go Back/Go Forward: Click a button to jump back or jump forward one step.



Show History: Display your history log, including your current queries. Return to an earlier jump or query.



Synchronize Contents: Synchronize the Table of Contents with the Document window.



Contents / Document view: Splits the screen to show both the Table of Contents and Document windows.



Document view: Displays the Document window only.



Table of Contents view: Displays the Table of Contents window only.



Hit List View: Displays a list of your hits only.



Print Document: Prints the current document.



Template 1: Retrieves the General Purpose query template.



Template 2: Retrieves the Case Law query template.



Cancel Query: Cancels the current query.



General Query Tool: Enter search terms to search the entire infobase.

Click **Find** to run the search.



Previous / Next Hit: After running a search, navigate to your next or previous hit.



Previous / Next Document with Hits: After running a search, navigate to your next or previous document with hits.

Browsing the Employment Standards Act

1. Click the **Table of Contents** button on the Toolbar. The Table of Contents appears and is organized by topic.
2. Click a **+** button to expand a heading. (*Conversely*, click the **-** button to collapse a heading.)

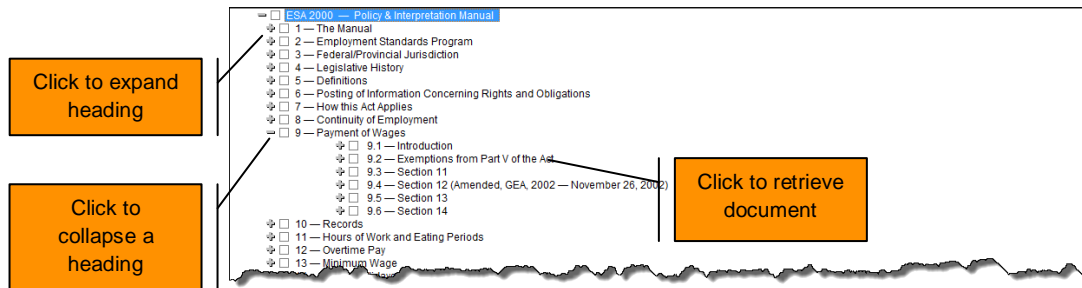


Figure 3: Table of Contents showing expanded headings

3. Click a document heading to retrieve the document.

Searching the Main Infobase

Searching the Entire Infobase

1. Enter your search terms into the *General Query Tool* Find located on the Toolbar.

TIP: You can use Boolean connectors for more complex searches. See *Boolean Operators* for more information.

2. Click **Find**.
3. The first document matching your search term(s) appears.
4. Click **Next Hit** to navigate to the next instance of your search term(s) or click **Next Document with Hits** to navigate to the next document with your search term(s).

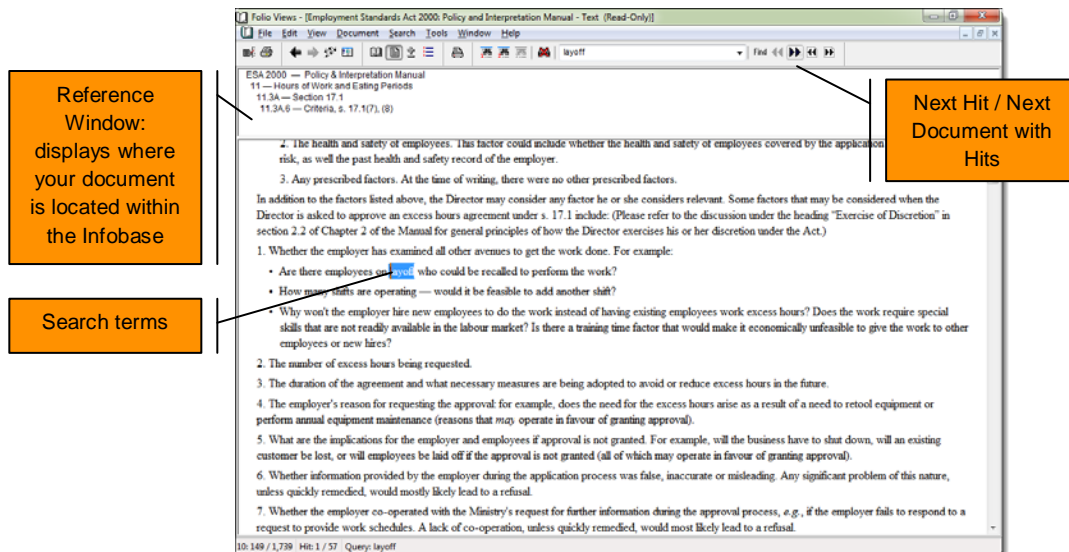


Figure 4: Document Window displaying search term

To clear the search from the Infobase, click the **Clear Query** button on the Toolbar.

Restricting your Search to Specific Sections of the Infobase

1. Go to the **Table of Contents**, and using the checkboxes provided, select the item(s) you wish to search. **Note:** You can restrict your search to any heading level that contains a checkbox.

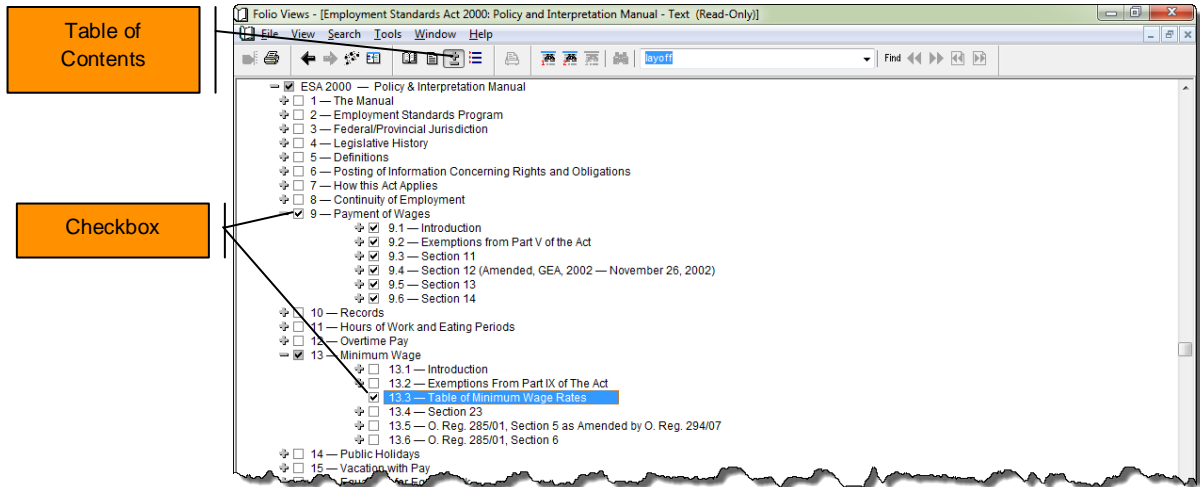


Figure 5: Table of Contents with Payment of Wages and Minimum Wage headings selected

2. Click the **Search** menu and select **Advanced Query**. *Alternatively*, hit **F2** on your keyboard.
3. Enter your search term(s) into the **Query For** box and click **OK**.

TIP: You may also use Boolean connectors to structure your search.

Using the Search Templates

Templates are designed to help you find the information you want quickly by allowing you to search specific document fields such as case name and legislation section number. You can also search for keywords in either a specific paragraph or document.

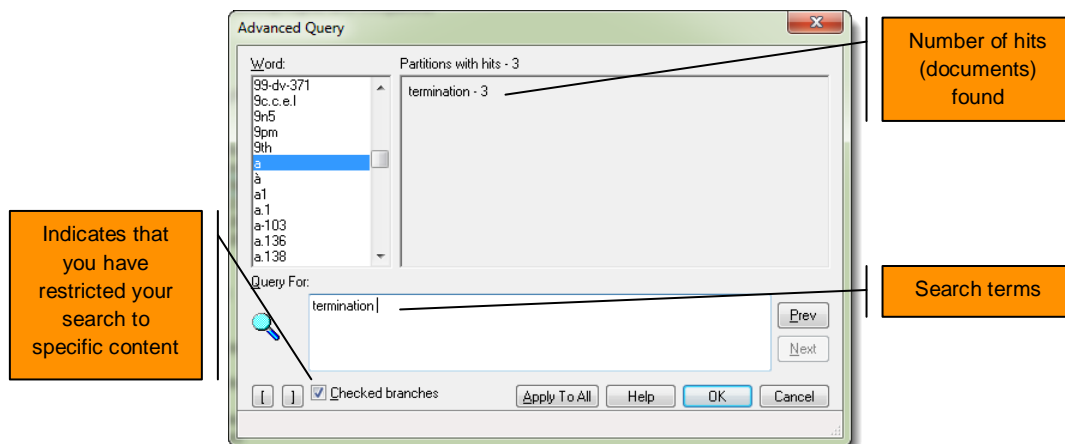


Figure 6: Advanced Query template

Template 1 – General Purpose Query Template

1. Click the **Template 1** button located on the Toolbar.
2. Enter your search term(s) into the fields provided and click **OK**.

TIPS: You can use the checkboxes in the Table of Contents to restrict your search (prior to clicking Template 1). You may also use Boolean connectors to structure your search.

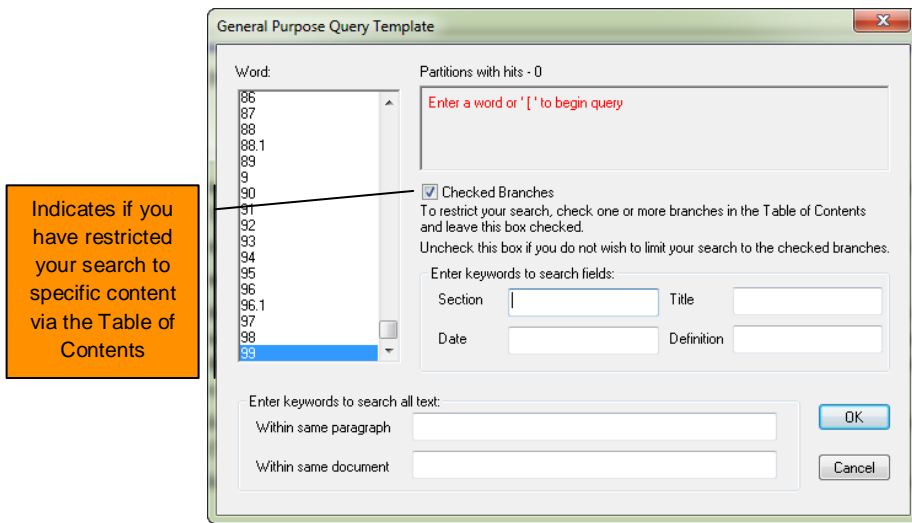


Figure 7: General Purpose Query Template

Section	Use this field to quickly find a legislative provision. Examples: 18, 20(1)(a), 1100.
Title	Search keywords in document titles only. Example: employment standards.
Date	Use this field to restrict your search to the specific date of a document, if known. Example: January 2, 2004.
Definition	Use this field to find legislatively defined terms. Examples: employee.
Within same paragraph	Search terms entered here must be contained within the same paragraph to be retrieved.
Within same document	Search terms entered here must be contained within the full text of the document to be retrieved, and not necessarily within one paragraph.

To clear the search from the Infobase, click the **Clear Query** button on the Toolbar.

Template 2 – Case Law Query Template

1. Click **Template 2** located on the Toolbar.
2. Enter your search term(s) into the fields provided and click **OK**.

TIPS: Using the checkboxes provided, select **Case Law**, or a specific **jurisdiction** or **year** in the Table of Contents to restrict your search (prior to clicking Template 2). You may structure your search using one or more fields and/or Boolean connectors.

Figure 8: Case Law Query Template

Name	Use this field to search by case name. It is not necessary to enter the “v.” when searching by case name. Simply enter the party names into this field. Example: Johnson .
Year	Restrict by year of the decision. You may use the greater than (>) / less than (<) symbols to restrict a search to a range of years.
Cite	Enter all or part of the case citation. Enter the correct punctuation for the citation; however, do not use square brackets to indicate the year. Example: 159 I.a.c. 4th 30 .
Paragraph	Use this field to search for a specific paragraph number with the decision.
Court	Enter the court name to narrow your search to a specific court. Example: Ontario Arbitration .
New	Figure 9 This field is used to restrict your search to cases that have been added since the previous release. Enter the word new into the field to use this option
Judge	Narrow your search by judge’s name. Enter the last name only.
Counsel	Restrict your search by entering the counsel’s name. Enter the last name only.
Subject	Restrict your search to the subject area of the case. Subject areas are based on The Canadian Abridgment Digests. Example public .
Classification	Restrict your search to the classification of the case. Classifications are based on The Canadian Abridgment Digests. Example termination
Headnote	Search keywords within the Headnote of the decision only.

Within same paragraph	Search terms entered here must be contained within the same paragraph to be retrieved.
Within same document	Search terms entered here must be contained within the full text of the case to be retrieved, and not necessarily within one paragraph.

Searching the Find Infobase

Search the Find Infobase to quickly retrieve cross-references and topical indexes.

While in the Main Infobase, retrieve the Find Infobase by clicking the **WINDOW** menu and selecting **Employment Standards Act - Policy & Interpretation Manual – Find Infobase (Read only)**. To search, follow the same instructions found for searching the Main Infobase: *Searching the Entire Infobase and Restricting your Search to Specific Section of the Infobase*.

Boolean Operators

You may use any of the following Boolean operators when structuring your searches:

Operator	Result
Or	Finds either term. Examples: <i>me you, me or you</i>
And	Finds both terms. Examples: <i>one two, one & two, one and two</i>
Not	Finds the first term but not the term(s) after the NOT operator. Example: <i>farm not losses</i>
Phrase	Finds the terms exactly as they are entered. Example: <i>“child tax credit”</i>
Unordered proximity	Finds these terms where the terms are found within 5 words of each other, regardless of the order. Example: <i>“resulting trust”@5</i>
Ordered proximity	Finds these two terms within three words of each other in the order in which you entered them. Example: <i>“child interests”/3</i>
Single character wildcard (?)	Finds terms where the question mark replaces one character. Example: <i>wom?n</i> finds <i>woman, women</i> .
Multiple character wildcard (*)	Finds terms where the * replaces one or more characters. Example: <i>deduct*</i> finds <i>deducts, deducted, deducting, deduction</i> .
Common roots (%)	Finds terms with the common root. Example: <i>run%</i> finds <i>run, ran, runs, and running</i> .
Synonym (\$)	Finds synonyms for the term entered. Example: <i>alert\$</i> finds <i>alert, active, aware, quick</i> .

Order of Precedence

Searches that contain more than one Boolean operator are processed in the following order:

NOT, OR, AND

You may use parentheses to change the order in which the query is processed. When you place terms and connectors within parentheses, those connectors are processed first.

Navigating your Result after a Search

While in the Document Window:

Click **Next Hit** to navigate to the next instance of your search term(s) or click **Next Document with Hits** to navigate to the next document with your search term(s).

While in the Table of Contents window:

The number of documents your search has retrieved appears to the left of the heading.

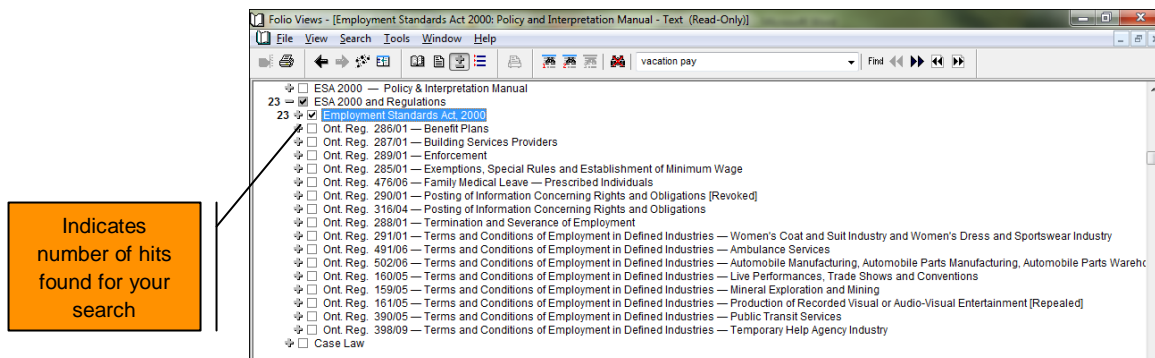


Figure 10: Table of Contents displaying results found

1. Expand the heading(s) by clicking the **+** button(s) to find the document(s) with hits.

TIP: To view only those headings containing a hit:

1. Click the **TOOLS** menu and select **Options**.
2. On the **Contents** tab, select **Headings with Hits** and click **OK**. (This becomes your new default.)
3. Click the **VIEW** menu and select **Expand to Level...**
4. Select **10** and **OK**.

Note: To return the Table of Contents to the main headings, expand the headings to level 1.

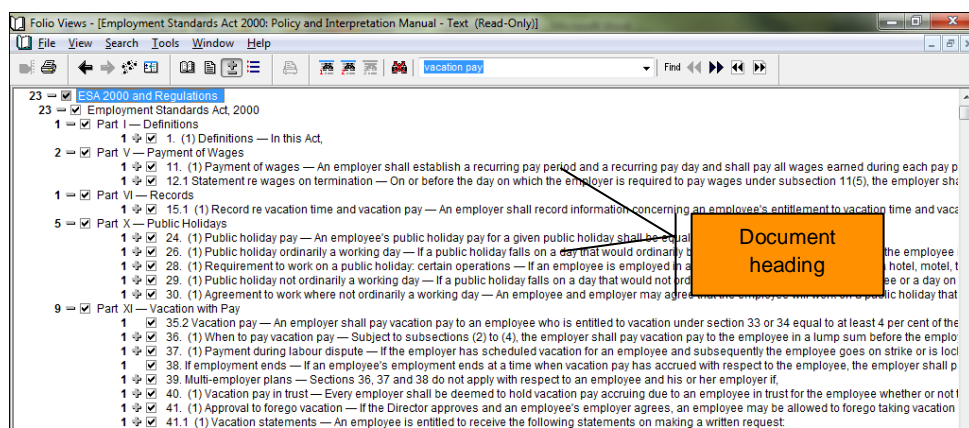


Figure 10: Shows Table of Contents with *Headings with Hits* turned on

2. Double-click a document heading to retrieve the full text and then use the navigational arrows on the Toolbar to navigate through your hits.

IMPORTANT TIP: To clear the query from the Table of Contents and return it to level 1, follow these steps:

1. Click the **Clear Query** button on the Toolbar.
2. In the **View** menu, select **Clear All Checks**.
3. In the **View** menu, select **Expand to Level...**, select **1** and click **OK**.

TIP: Click the **Contents/Document View** button to display both the Table of Contents and Document windows.

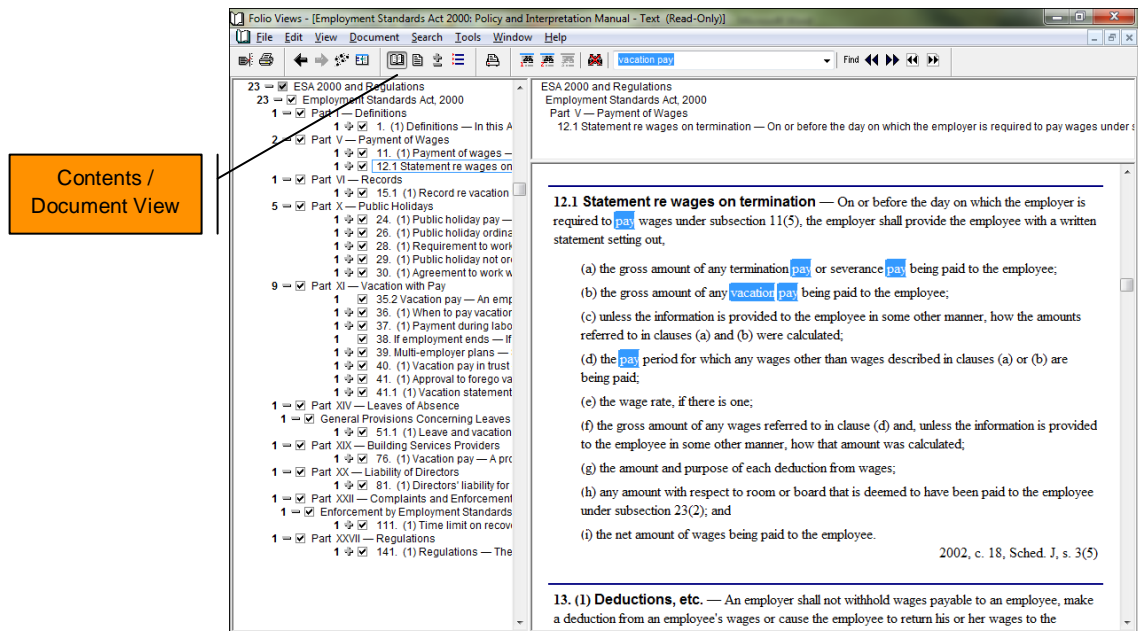


Figure 11: Contents / Document View

Cross References

Text written in green are cross-reference jump links to a related document within the Main Infobase or to additional cross-references in the Find Infobase.

Linking to the FIND Infobase

Click the green text to link to related documents. Example: Click [9.5.1](#) in the *Deductions* section from the Policy & Interpretation Manual to find case law cross-references.

While in the Find Infobase, review the cross-references list and click the link retrieve the full text of that document in the MAIN Infobase.

To return to the original document, click on the **Go Back** button on the Toolbar. *Alternatively*, hit **F6** on your keyboard.

Printing

To print the document you are viewing:

1. Make sure your cursor is located somewhere within the document.
2. Click the **Print Document** button located on the Toolbar.

To print selected text:

1. Highlight the text you wish to print.
2. Click the **Print** button on the Toolbar.
3. Click **OK**.

To print text in non-sequential order:

1. Highlight a selection of text and click **Tag Record** located on the Toolbar.
2. Highlight the next portion of text and click **Tag Record**. Continue to tagging your records.
3. To print all tagged records, click the **Print** button on the Toolbar.

TIP: To include the reference window information with your selected or tagged records, click the **TOOLS** menu and select **Options**. On the **Print** tab, select **Inline headings** and click **OK**. This becomes your new default.

To view only your tagged records, click the **VIEW** menu and select **Tagged Records**.

To clear all tags from the Infobase, click the **EDIT** menu and select **Clear All Tags**.