



BUSINESS & PROFESSIONAL PROGRAMS

Introduction to Employment Law

The class will cover an overview of federal employment laws, the rights they confer on employees, and the corresponding responsibility on employers, as well as the processes involved in enforcing these rights and respective responsibilities. In addition to an overview and analysis of the federal employment laws, the class will provide real case studies to provide students with an understanding of how the laws apply to each stage of employment and how such application translates to real employment settings.

Who Should Take This Course?

This is an introductory class in employment law that is designed for individuals who want to learn basic principles of how employment law relates to HR. This is a required course for the Human Resources Management Certificate program. There is also an elective course for advanced discussions and application of employment law titled Advanced Employment Law.

Course Objectives

- ✓ Recognize the guidelines related to employee hiring practices.
- ✓ Identify the elements of an employee handbook and company policies that are used to enforce personnel practices.
- ✓ Recognize the legal requirements related to employee pay structure and record-keeping of employee records.
- ✓ Describe the principles of anti-discrimination laws.
- ✓ Recognize the legal guidelines that apply when terminating employees and the steps to reduce the risk of litigation.
- ✓ Differentiate between independent contractors versus employees in terms of tax obligations, workers' compensation, job benefits, and liability for worker's action or injury to worker.

Course Details

- Length: 12 hours
- Format: Classroom lecture, large and small group interactions, quizzes/exercises
- Class size: Maximum 24 Students
- Prerequisites: None

Course Contents

- 1. Recognize the guidelines related to employee hiring practices.**
 - a. Describe the guidelines to create law-abiding job descriptions, job advertisements, and job applications.
 - b. Differentiate between lawful and unlawful interview questions.
 - c. Describe the appropriate elements of job offers and rejection letters.
- 2. Identify the elements of an employee handbook and company policies that are used to enforce personnel practices.**
 - a. Recognize the legal requirements associated with creating and maintaining employee files, and ensuring employees have access to information in their respective files.
 - b. Describe the elements of an employee handbook, including the extent and nature of recommended content.
 - c. Describe the guidelines for a progressive discipline policy.
- 3. Recognize the legal requirements related to employee pay structure and record-keeping of employee records.**
 - a. Describe federal law requirements of equal pay provisions
 - b. Describe the legal requirements associated with keeping records of employees wages and hours
- 4. Describe the principles of anti-discrimination laws.**
 - a. Describe the laws, compliance requirements, and enforcement policies related to the Family and Medical Leave Act.
 - b. Describe the laws, compliance requirements, and enforcement policies related to the Americans with Disabilities Act.
 - c. Describe the laws, compliance requirements, and enforcement policies related to Title VII of the Civil Rights Act.
 - d. Describe the laws, compliance requirements, and enforcement policies related to Sexual Harassment.
- 5. Recognize the legal guidelines that apply when terminating employees and the steps to reduce the risk of litigation.**
 - a. Describe policies and guidelines for firing employees.
 - b. Describe the legal guidelines for handling layoffs.
 - c. Describe the legal guidelines for enforcing non-compete agreements and protecting trade secrets.
 - d. Explain how to handle post-employment inquiries.

- 6. Differentiate between independent contractors versus employees in terms of tax obligations, workers' compensation, job benefits, and liability for worker's action or injury to worker.**