

Western Technical College

## 10196134 Legal Issues for the Workplace

### Course Outcome Summary

#### Course Information

<b>Description</b>	Each learner will demonstrate the application of legal practices in both union and non-union environments, analysis of the impact of U.S. employment laws, the impact of the global economy, the appeal process, reacting to legal changes, documenting the hiring and firing process, dealing with harassment issues, privacy issues, and summarizing legal issues facing contemporary supervisors.
<b>Career Cluster</b>	Business Management and Administration
<b>Instructional Level</b>	Associate Degree Courses
<b>Total Credits</b>	3
<b>Total Hours</b>	54

#### Textbooks

*Fair, Square & Legal: Safe Hiring, Managing & Firing Practices to Keep You & Your Company Out of Court.* 4th Edition. Copyright 2004. Weiss, Donald H. Publisher: American Management Association. **ISBN-13:**978-0-8144-0813-1. Required.

#### Program Outcomes

1. Apply effective leadership skills.
2. Apply Human Resource policies and procedures.
3. Perform supervisory management functions to achieve organizational objectives.

#### Course Competencies

##### 1. Analyze the legal impacts of unionization in the workplace.

###### Assessment Strategies

- 1.1. Written Product

###### Criteria

*You will know you are successful when*

- 1.1. you analyze the needs of employees.
- 1.2. you analyze the needs of an organization.
- 1.3. you describe worker's rights issues.
- 1.4. you describe employer's rights issues.

- 1.5. you explain positive aspects of a union.
- 1.6. you explain negative aspects of a union.
- 1.7. you describe role of the NLRB.
- 1.8. you list steps to forming unions.
- 1.9. you include reasons employees unionize.

**Learning Objectives**

- 1.a. List reasons why employees unionize.
- 1.b. List reasons managers resist unions.
- 1.c. Explore pros and cons of unions
- 1.d. Lists steps to forming unions
- 1.e. Explore managers role during an organizing drive

**2. Examine the differences between U.S. labor laws and foreign labor laws.**

**Assessment Strategies**

- 2.1. Written Product

**Criteria**

*You will know you are successful when*

- 2.1. you summarize reasons why employer chose to move to another country.
- 2.2. you explain what employer issues were considered.
- 2.3. you explain what employee issues were considered.
- 2.4. you describe characteristics of the country with which you are doing business.
- 2.5. you summarize cultural differences in business.
- 2.6. you discuss laws affecting doing business globally.

**Learning Objectives**

- 2.a. Explore ways laws impact the US workforce
- 2.b. Explore ways laws impact employers
- 2.c. Locate resources (print or digital) for foreign labor laws.
- 2.d. Examine laws related to child-reading, paid leave, retirement plans, healthcare benefits, and work week definition.

**3. Analyze the impact of employment laws in the U.S.**

**Assessment Strategies**

- 3.1. Written Product

**Criteria**

*You will know you are successful when*

- 3.1. you summarize the history of employment laws.
- 3.2. you describe the impact of the employment laws on employers/employees.
- 3.3. you describe the role the laws play in the workplace.
- 3.4. you provide an example of the impact one of these laws has on an employer or employee based on your interview.
- 3.5. you justify whether or not laws have produced the desired results.

**Learning Objectives**

- 3.a. Review HIPPA and COBRA.
- 3.b. Review the Family Medical Leave Act.
- 3.c. Review Worker's Compensation Rules.
- 3.d. Examine the EEOC and I-9's.
- 3.e. Examine the Americans With Disabilities Act.
- 3.f. Examine OSHA rules.
- 3.g. Examine pros and cons of laws from the employers' and employees' perspective.
- 3.h. Examine wage and hour law.

**4. Analyze the appeal process.**

**Assessment Strategies**

- 4.1. Written Product

## Criteria

*You will know you are successful when*

- 4.1. you define the appeal process and source of initiation.
- 4.2. you compare/contrast the appeal with or without the labor contract.
- 4.3. you identify the laws, if any, affecting the grievance/appeal process.
- 4.4. you list the steps of the appeal procedure/process.
- 4.5. you describe the role of an appeal committee in this process.
- 4.6. you describe how this appeal could be addressed in a union and nonunion environment.
- 4.7. you identify how flexibility of the appeal procedure could lead to harmonious employer relations.

## Learning Objectives

- 4.a. Review the laws affecting the grievance/appeal procedure.
- 4.b. Examine different grievance/appeal procedures.
- 4.c. Determine steps to a grievance/appeal procedure.
- 4.d. Compare grievance/appeal procedures for a union and nonunion shop.

## 5. Analyze laws related to hiring and termination practices.

### Assessment Strategies

- 5.1. Written Product

## Criteria

*You will know you are successful when*

- 5.1. you list employment Laws involved in the termination process.
- 5.2. you explain the laws that guide a company's hiring practices.
- 5.3. you explain the laws that guide company's termination process.
- 5.4. you identify the legal importance of documentation of employee discipline.
- 5.5. you list discipline and termination practices unique to union environments.

## Learning Objectives

- 5.a. Review hiring and firing policies
- 5.b. Research laws related to employment.
- 5.c. Research regulations and laws related to interviewing employees.
- 5.d. Identify ways companies document hiring and firing .
- 5.e. Practice the documentation process.

## 6. Summarize the EEOC, Wage and Hour, or OSHA process.

### Assessment Strategies

- 6.1. Presentation

## Criteria

*You will know you are successful when*

- 6.1. you describe the role of EEOC.
- 6.2. you summarize the Wage and Hour law.
- 6.3. you summarize the role of OSHA.
- 6.4. you describe Fair hiring questions.
- 6.5. you summarize the disciplinary process.
- 6.6. you describe negligent firing with examples.
- 6.7. you describe libel and slander with examples.
- 6.8. you explain the use of personnel files.
- 6.9. you describe an employee evaluation process.
- 6.10. you summarize key elements of discipline.
- 6.11. you summarize key elements of discharge.

## Learning Objectives

- 6.a. Review disciplinary processes.
- 6.b. Define negligent firing.
- 6.c. Describe libel and slander.
- 6.d. Explain the use of personnel files.
- 6.e. Examine the employee evaluation process.

6.f. Outline the key elements of discharge and discipline.

## **7. Investigate sexual harassment issues in the workplace.**

### **Assessment Strategies**

7.1. Written Product

### **Criteria**

*You will know you are successful when*

- 7.1. you describe workplace sexual harassment.
- 7.2. you describe sexual harassment policies.
- 7.3. you describe sexual harassment investigation practices.
- 7.4. you identify examples of sexual harassment and retaliation.
- 7.5. you determine if sexual harassment has occurred/has not occurred based on reasoning.
- 7.6. you describe the "legal" impact of a change.
- 7.7. you describe sexual harassment prevention methods.
- 7.8. you explain the most useful things learned about sexual harassment in the workplace.

### **Learning Objectives**

- 7.a. Examine sexual harassment criteria
- 7.b. Explore legal liability of sexual harassment
- 7.c. Discuss sexual harassment policies
- 7.d. List ways to prevent sexual harassment legal liability

## **8. Interpret harassment issues facing organizations with a diverse workforce.**

### **Assessment Strategies**

8.1. Written Product

### **Criteria**

*You will know you are successful when*

- 8.1. you describe harassment situation of race, sex, nationality, and/or age discrimination.
- 8.2. you explain when harassment law is violated.
- 8.3. you describe roles and responsibilities of managers regarding harassment.
- 8.4. you follow examination procedures.
- 8.5. you describe the results of investigation.
- 8.6. you identify the impact harassment has on all employees.

### **Learning Objectives**

- 8.a. Explore ways employees can be harassed.
- 8.b. Describe steps required to investigate harassment charges.
- 8.c. Explore legal and moral issues surrounding harassment

## **9. Summarize privacy issues with the labor force.**

### **Assessment Strategies**

9.1. Written Product

### **Criteria**

*You will know you are successful when*

- 9.1. you explain employees rights.
- 9.2. you explain employers rights.
- 9.3. you explain privacy issues in electronic messaging.
- 9.4. you summarize sample technology policy.
- 9.5. you summarize the legal concerns regarding technology usage and sharing of information.
- 9.6. you summarize employee privacy laws.
- 9.7. you describe the importance of the leader following privacy laws.

### **Learning Objectives**

- 9.a. Review technology and privacy laws of the US
- 9.b. Explore fundamental concepts of the privacy laws
- 9.c. Review privacy plans.
- 9.d. Review technology policies.

- 9.e. Explore how technology usage impacts privacy issues.
- 9.f. Research laws in relation to employee privacy.
- 9.g. Explore the leader's responsibility to the company for following privacy laws.