

## LHC 514

### SYLLABUS

#### EMPLOYMENT LAW FOR MANAGERS WINTER 2006

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#### **Required Materials:**

Muir, A Manager's Guide to Employment Law (2003) (ISBN: 0-7879-6404-2)

#### **Description:**

This course focuses on creating frameworks for assessing the legal issues in common managerial situations. We will discuss practical implications for managerial responsibilities such as hiring, firing and giving performance reviews as well as common workplace issues like harassment and discrimination. The goal of this course is to enable you to better evaluate future employment issues and be a more effective manager.

This course is targeted toward anyone who expects to manage or supervise others, whether directly or indirectly, in large or small organizations. The focus is on the standards governing workplace conduct so managers understand their own rights as well as the rights of those who work for them. It will be useful for students who intend to run their own business, aspire to be a manager, work in human resources, or need to understand employment issues as a consultant.

Major topics include:

- Employee / employer relationships
- Hiring, firing, and evaluating employees
- Employee benefits
- Labor unions and the rights of nonunionized workers
- Discrimination, such as race, disability, and gender discrimination, and the potential liability of companies, managers, and individual employees in those situations.

The class will focus heavily on the application of the law in actual and hypothetical situations. As a result, many of the class discussions will concentrate on court opinions and litigated situations.

## EVALUATION AND TESTING

There will be one writing assignment that will be due during the term and a take-home final examination. All relevant dates are indicated below. There also will be a general class participation component to your final grade.

**Examination:** The examination will be a take-home exam with essay and short answer questions. Note: I expect that most of the divergence in student scores will come from this exam. I will put a copy of a prior year's exam on CTools along with some sample exam answers. The exam itself will be posted to the CTools site during the morning of April 19. For full credit, I must receive the hard copy of your exam answers by the end of the business day on April 24, or I must receive a fax or e-mail of your answers no later than 11:59 p.m. on April 24. The time period is to allow you to fit this in with your other end of the semester activities and exams. It certainly should not take you the entire time to do the exam! I will accept late exam answers, but will penalize them 15 points for each day or part of a day they are late. I don't expect to make any exceptions to this timing. 125 points.

**Writing Assignment:** This assignment will be worth 50 points. It essentially will be a 'mini' exam that you can do alone, with one other person or two other people. It will be available after class on March 21 and will be due by 5 p.m. on March 24. My goal is twofold. First, this should give you an idea of how class material and in class discussion relate to the exam. Second, it will give you some feedback on how to write good answers to legal questions. 50 points.

Note: I expect there will be far more divergence among student performance on the exam than on this assignment.

**General Class Participation:** Class participation is an important component of a successful learning experience in this class. Each student will begin the semester with 40 of the 50 general class participation points. Points will be subtracted for more than rare absences (1 absence during the term is not an issue and you should not contact me about it; absences will not be "excused" except in rare circumstances of extended serious illness, etc.), tardiness, leaving early or for being unprepared or inattentive during discussions. Ten additional class participation points can be earned by truly outstanding contributions to class (regularly answering questions in class, evidencing excellent class preparation, etc.). At the end of the term students will receive one of the following class participation scores: 50 = outstanding; 40 = normal; 20 = significantly below average; 0 = poor). I expect most students will earn 40 points.

**\*\*\*LEGAL WARNING\*\*\* This Professor's Pet Peeve is Inappropriate Use of and Distractions Created by Electronic Devices:** You may use a laptop in the classroom if you are taking notes for this course and can convince me that's all you're doing. The burden of proof resides on you. If I see or have a reasonable belief that you are using the laptop for any other purpose, your class participation grade will be zero. My decisions in this regard are as final and binding as those in binding arbitration. If your cell phone rings, I will answer it.

<u>DATE</u>	<u>TOPIC &amp; ASSIGNMENT</u>
3/7	<b>Employment Law -- Legal Systems, Sources of Law, and Methods of Conflict Resolution</b>  no reading other than syllabus
3/9	<b>Employment Law from a Manager's Perspective</b>  Muir: Chapter 1  CTools required: Employment-at-Will reading
3/14	<b>Defining the Employment Relationship &amp; Hiring Entity Liability</b>  Muir: Chapter 6, pages 166 - 170 <b>only</b>  CTools required: Employment Relationship Reading, Overview of Torts & Contracts
3/16	<b>Selecting Employees</b>  Muir: Chapter 2  CTools required: Selecting Employees Reading
3/21	<b>Evaluating Employees</b>  Muir: Chapter 3  CTools required: Evaluating Employees Reading
3/23	<b>Noncash and Deferred Compensation Programs</b>  CTools required: Employee Benefits Law Reading

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**3/28 Nondiscrimination Basics**

**Muir:** Chapter 4

**CTools required:** Nondiscrimination Reading

**3/30 Affirmative Action**

**CTools required:** Affirmative Action Reading

**4/4 Harassment**

**CTools required:** Harassment Reading

**4/6 Disabilities and Lost Time**

**Muir:** Chapter 5

**CTools required:** Disabilities and Lost Time Reading

**4/11 Termination**

**Muir:** Chapter 6, except pages 163 - 169

**CTools required:** Termination Reading

**4/13 Labor Law**

**Muir:** Chapter 6, Pages 163 -166

**CTools required:** Labor Law Reading