

BUS 217 Employment Law and Regulations

COURSE DESCRIPTION:

Prerequisites: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test

Corequisites: None

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

Course Hours Per Week: Class, 3. Semester Hours Credit, 3.

LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to:

1. Define fair employment practices, EEO, affirmative action.
2. Identify employee rights and protections.
3. Evaluate organization policy for compliance.
4. Evaluate decisions to assure they are not contrary to law.

OUTLINE OF INSTRUCTION:

- I. Overview of Employment Law
 - A. Sources of employment law
 - B. Substantive rights under employment law
 - C. History of employment law

- II. The Employment Relationship
 - A. Employee types
 - B. Employer types

- III. Overview of Employment Discrimination
 - A. Employment discrimination defined
 - B. Types of employment discrimination

- IV. The Pre-Employment Process
 - A. Recruitment, application and interview process
 - B. Background checks, references and verifying employment eligibility
 - C. Employment tests

- V. Employment and Promotion Decisions
 - A. Criteria for hiring and promoting employees
 - B. Employment offers and acceptances
 - C. Promotion obstacles

- VI. Diverse Workforce Management Issues
 - A. Affirmative action
 - B. Harassment
 - C. Disability and religion accommodations
 - D. Work-life conflicts and other diversity issues

- VII. Exploration of Pay and Benefits
 - A. Wage and hour standards and laws
 - B. Pay discrimination, law and policy
 - C. Benefit requirements and types

- VIII. Collective Bargaining and Unions
 - A. Explanation of collective bargaining
 - B. Union organization and developments
 - C. Labor agreements

- IX. Occupational Safety and Health
 - A. The occupational safety and health act
 - B. Workers' compensation
 - C. Prevention and response of workplace injuries and illness

- X. Privacy on the Job
 - A. Workplace privacy protections
 - B. Handling records and employee information

- XI. Termination of Employment
 - A. The termination processes
 - B. Governing laws and policies
 - C. Downsizing and post-termination issues

REQUIRED TEXTBOOK AND MATERIAL:

The textbook and other instructional material will be determined by the instructor.