

**HR 61 Course Outline as of Fall 2021****CATALOG INFORMATION**

Dept and Nbr: HR 61 Title: HR EMPLOYMENT LAW  
 Full Title: Human Resource Employment Law  
 Last Reviewed: 1/25/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	3	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

Overview of the application of California and Federal employment law. Interpretation of employment law in today's work environment through research and analysis of court decisions. Topics include employment at will, legal investigations, ethics, discrimination, ergonomics, substance abuse, workplace violence, terminations, and laws as they apply to employer size. Emphasis is on research, analysis, and prevention of litigation through policy development and application.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100 or appropriate placement based on AB705 mandates

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Overview of the application of California and Federal employment law. Interpretation of employment law in today's work environment through research and analysis of court decisions. Topics include employment at will, legal investigations, ethics, discrimination,

ergonomics, substance abuse, workplace violence, terminations, and laws as they apply to employer size. Emphasis is on research, analysis, and prevention of litigation through policy development and application. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100 or appropriate placement based on AB705 mandates

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
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<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Transferable	Effective:	Fall 2009	Inactive:
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<b>UC Transfer:</b>		Effective:		Inactive:
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**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Research employment laws to manage a variety of complex Human Resource situations.
2. Apply the correct employment regulations to specific employment situations in order to address the issues and prevent litigation.

**Objectives:**

At the conclusion of this course, the student should be able to:

1. Define the major Federal and California employment laws and explain how they apply in various employment situations.
2. Analyze the impact of major court decisions on employment policies and procedures.
3. Develop employment policies that will help prevent legal violations and enhance compliance.

**Topics and Scope:**

I. Today's Legal Environment (Federal and State)

A. Laws by Employer Size

B. Resources Available to the Human Resources Professional

C. Prevention of Litigation

D. Ethical Issues

E. Court Structure and Role

II. Discrimination under Federal and State Laws

A. Federal Laws on Discrimination - American's with Disabilities Act (Title VII, ADA)

- B. California Laws on Discrimination - Fair Employment and Housing Act (FEHA)
- III. Harassment under Federal and State Laws
  - A. Court Decisions on Harassment
  - B. State Posting and Training Requirements
- IV. Procedures on How to Conduct a Lawful Investigation
  - A. Legal Implications Regarding Internal Investigations
  - B. Proper Investigatory Techniques
- V. California Ergonomics Law
- VI. Laws Governing Drugs and Alcohol at Work
  - A. Federal Regulations
  - B. State Regulations
  - C. Implications of Substance Abuse at Work
- VII. Legal Issues Related to Downsizing and Terminations
  - A. Worker Adjustment and Retraining Notification (WARN) and California WARN Acts
  - B. Best Practices in Conducting a Reduction in Staff
  - C. Binding Arbitration
  - D. Whistleblower Issues
- VIII. Wrongful Termination and Employment at Will
  - A. Employment Contracts
  - B. Policy Implications
  - C. Social Media
  - D. Wrongful Discharge Litigation Avoidance
  - E. Labor Relations & Contacts
- IX. Policies and Handbooks Designed to Prevent Litigation
  - A. Employee Handbook
  - B. Supervisory Personnel Policies
- X. Control of Violence in the Workplace
  - A. Types of Employee Violence
  - B. Prevention of Violence
- XI. Review and Analysis of Important Court Decisions at the State and Federal Level

**Assignment:**

1. Use the course materials and/or textbook to research and answer specific questions on employment laws
2. Read a published court decision. Participate in a group analysis and oral presentation of the court case, with recommended preventive measures
3. Write a paper that reviews a current employment issue and proposes a preventive or corrective policy
4. Write a memo to management that analyzes a policy issue and recommends corrective measures
5. Four to ten quizzes and/or final exam

**Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Write papers on current employment relations issues
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Writing 20 - 30%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Write a memo that analyzes and solves a policy issue.  
Participate in a group analysis of a court decision

Problem solving  
30 - 40%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Oral and written presentation of answers to specific questions on court decisions regarding labor laws at the Federal and State Level

Skill Demonstrations  
5 - 15%

**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes and/or Final exam

Exams  
15 - 25%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Participation: participate in a team presentation of a court case; participate in face to face or online discussions and feedback

Other Category  
5 - 15%

**Representative Textbooks and Materials:**

Instructor prepared materials.