

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 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, discrimination, wage and hour regulations, ergonomics, substance abuse, workplace violence, terminations, and laws as they apply to employer size. Emphasis is on research, analysis, and prevention of litigation.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: Overview of 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, discrimination, wage and hour regulations, ergonomics, substance abuse, workplace violence, terminations, and laws as

they apply to employer size. Emphasis is on research, analysis, and prevention of litigation.
(Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

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

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Transferable	Effective:	Fall 2009	Inactive:
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UC Transfer:		Effective:		Inactive:
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CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:

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.
4. Identify and use relevant employment laws to resolve complex employee relations issues.

Topics and Scope:

I. Today's Legal Environment

- A. Laws by Employer Size
- B. Resources Available to the Human Resources Professional
- C. Prevention of Litigation

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
- VIII. Wrongful Termination and Employment at Will
 - A. Employment Contracts
 - B. Policy Implications
 - C. Wrongful Discharge Litigation Avoidance
- 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 15 page published court decision. Participate in a group analysis and presentation of the court case, with recommended preventive measures.
3. Write a 1000 word paper that reviews a current employment relations issue and proposes a preventive or corrective policy.
4. Participate in a group discussion and presentation that analyzes an employee relations case study and provides a practical solution.
5. One to three objective tests.

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 a 1000 word paper on a current employment relations issue

Writing
30 - 35%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Participate in a group analysis of a court decision

Problem solving
20 - 25%

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

Oral presentation of answers to specific questions on employment laws
Class presentation on case study analysis and solutions

Skill Demonstrations
30 - 45%

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

Multiple Choice/True False objective exam.

Exams
5 - 15%

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

None

Other Category
0 - 0%

Representative Textbooks and Materials:

The New American Workplace by James O'Toole and Edward E. Lawler III., 2007
Instructor prepared materials.