

## **CATALOG INFORMATION**

HR 61     Full Title: Human Resource Employment Law     Units: 1.50

### **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.

## **COURSE CONTENT**

### **Student Learning Outcomes:**

Upon completion of this course, students will be able to:

1. Interpret employment laws in 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:**

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
  - D. Ethical Issues
- 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. Whistle Blower Issues

VIII. Wrongful Termination and Employment at Will

- A. Employment Contracts
- B. Policy Implications
- C. Social Media
- D. 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