

PERSONNEL LAW

BUS 331

3 Credits

Syllabus

Winter II Term, 2019

Instructor: Russ Roberts, SPHR, SHRM-SCP
Cell Phone: (402) 202-1487 Call or text prior to 9:00 p.m.
Maximum time for instructor's response is 72 hours
E-Mail: russ.roberts@doane.edu

Course Description

An in-depth study of personnel law from both a conceptual and practical perspective. Students learn (1) the guidelines established for disciplinary actions, hiring, firing and promotion; (2) the legal response to sexual harassment in the workplace; (3) the responsibility of the employer to provide safe working conditions; (4) equal-employment opportunity law; and (5) legal issues as they pertain to physical, mental, and emotional illness or disability. (*Crossed referenced with HRE 331*)

Required Text

Employment Law for Human Resource Practice, 6th Edition, 2019 by David J. Walsh; South-Western Legal Studies in Business Academic/Cengage Learning, ISBN-13: 978-1337555326.

Course Objectives -- Source: Foundational Area of Knowledge (FAK).

Upon completing this course, the student shall be able to:

1. Develop and use analytical and creative thinking skills to gather and analyze information, to identify and solve problems, to determine potential outcome alternatives, and to make appropriate decisions.
2. Gain knowledge and understanding of the theories of human resource management and the ability to apply those theories to situations in the work-place.
3. Gain knowledge and understanding of the ethical and legal issues involved in human resource management.

Course Specific Objectives – Source: Derived from Course Description.

Upon completing this course, the student shall be able to:

1. Identify personnel laws as they pertain to employment practices.
2. Describe employer responsibilities to employees, including a safe and non-harassing workplace.
3. Demonstrate a working knowledge of laws regarding equal employment and non-discrimination.
4. Articulate the best responses to performance issues and disciplinary actions.

Course Format

A variety of learning methods will be used including, but not limited to: class lecture, class discussion, group work, student presentations, exercises and case studies. Reading the employment law textbook is essential to success in this course.

Requirements and

Class Participation/Attendance	10%
Mid-Term Exam	20%
Term Paper	20%
Term Paper Presentation	10%
Final Exam (Comprehensive)	40%

Late papers or assignments may be accepted by 4:00 p.m. on the Thursday following the Tuesday due date. The student must notify the instructor by e-mail or telephone that the paper or assignment may need to be submitted late, before 6:00 p.m. on the Tuesday class date it is due. The grade for a late paper, assignment or exam will be reduced by 10%.

Exams

Exams will be comprised of a mix of true/false, matching, multiple choice, short answers and essay questions.

Term Paper

The term paper will be explained in detail during class, with potential topics presented for selection by each student. Students shall present an overview of their term paper to other members of the class. See the Class and Reading Schedule below for more information about term paper deadlines.

Grading Scale

A+	98-100	A	94-97	A-	91-93
B+	88-90	B	84-87	B-	81-83
C+	78-80	C	74-77	C-	71-73
D+	68-70	D	64-67	D-	60-63
F	59 and below				

Assignments

Students are expected to read the indicated texts prior to each class, and participate in class discussions, group work, exercises and case studies.

Class and Reading Schedule

Date Topic, Reading or Assignment *(Chapters and pages to read are provided.)*

January 17, 2019 Tuesday	Introductions Overview of Employment Law The Employment Relationship Chapters 1, 2 -- Pages 3–34, 37-67 (Read prior to class)
January 24, 2019 Tuesday	Overview of Employment Discrimination Recruitment, Applications and Interviews Background Checks, Employment Testing Chapters 3, 4, (5), 6 – Pages 71-107, 113-151, 197-230
January 31, 2019 Tuesday	Hiring and Promotion Decisions Affirmative Action The Business Case for Diversity Workplace and Sexual Harassment Chapters (7), 8, 9 -- Pages 281-319, 323-368 Term Paper Expectations Presented by Instructor
February 7, 2019 Tuesday	Term Paper Topic Selection Due, with Instructor's Approval Reasonably Accommodating Disability and Religion (Group Presentations) Work-Life Conflicts and Other Diversity Issues (Group Presentations) Chapters 10, 11 – Pages 373-410, 417-457 Mid-Term Exam
February 14, 2019 Tuesday	Wages, Hours and Pay Equity Employee Benefits Unions and Collective Bargaining Chapters 12, 13 – Pages 461-492, 495-548
February 21, 2019 Tuesday	Term Paper Outline Due Occupational Safety Health Workers' Compensation (Supplemental materials provided by the Instructor) Performance Appraisals and Disciplinary Actions Chapters 14, 15 – Pages 551-592, 595-632, 689-691 (Appraisals)
February 28, 2019 Tuesday	Term Paper Due – Via e-mail and hardcopy in class. COBRA and HIPAA (Supplemental materials provided) Paid Time Off Pay-Out in the State of Nebraska Terminating Employment Chapter 16 – Pages 637-689, 691-697 Term Paper Presentations to the Class by Students Begin
March 7, 2019 Tuesday	Term Paper Presentations to the Class by Students Continue Final Exam (Comprehensive)

Course Policies

Attendance

Class attendance is critical, as students are responsible for information learned in the class through presentation, discussion, group work, student presentations, exercises and case studies, in addition to readings. Students may have one excused absence without it affecting their attendance/class participation grade, if the student e-mails, texts or calls the instructor prior to the absence. The student is responsible for information presented or discovered during the class they missed.

Study Time

Student can expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. The actual time for study varies depending upon the student's background.

Academic Integrity

Doane University expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is manifested in various measures. Gehring, et al, (1986) suggests that four categories of academic dishonesty exist: 1) Cheating, 2) Fabrication, 3) Facilitating academic dishonesty, 4) plagiarism. For more information on academic integrity, please visit the website: <http://catalog.doane.edu/content.php?catoid=4&navoid=19>

Accommodation

See student handbook: <http://catalog.doane.edu/content.php?catoid=5&navoid=452>

Student Support

See student handbook: <http://www.doane.edu/academic-success-center>

Harassment

See student handbook: <http://catalog.doane.edu/content.php?catoid=5&navoid=452>

Grade appeal process

See student handbook: <http://catalog.doane.edu/content.php?catoid=5&navoid=238>