COURSE SYLLABUS

Employment Law in Human Resource Management
MHR 694

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COURSE DESCRIPTION
This course provides a practical “hands on” focus to managing the legal aspects of human resources management. Students will have the opportunity to learn how to effectively manage the human resources issues that they will face as either new human resource managers or as owners of their own entrepreneurial businesses.

The course will focus the impact of federal legislation as well as specific Ohio regulatory agency activity.

The course content includes mock case presentations of unemployment compensation and workers compensation hearings. Preparation of affirmative action plans and responses to EEOC charges, FLMA and ADA complaints. Review of employer OSHA reporting requirements and responses to complaints.

This will be a very practical course directed at preparing the student to become an effective human resource manager or business owner.

COURSE STATEMENT OF OBJECTIVES:
(1) To provide students with an overview of the application of federal and state employment law in human resources management. Each class will be focused on the actual application of the law as it affects employers.

(2) Students will have the opportunity to learn and apply what they learn about federal and state agencies that impact human resources such as OSHA, Ohio Department of Labor, NLRB, EEOC, OFCCP, OHRC, U.S. Department of Labor, Bureau of Labor Statistics.

(3) To provide students with an understanding of the application equal employment opportunity laws and their application.

(4) To enable students to recognize legal issues which may arise as they make human resources decisions.

(5) To enable students to make sound business decisions in regards to their workforce.

SCHEDULED OF REQUIRED READINGS, ASSIGNMENTS, DISCUSSIONS, STUDENT PRESENTATIONS, AND EXAMS:
WEEK 1: Basic Employment Law:

How do I legally hire the best person? What can I ask during the job interview? What information should be on the job application? How do I check references? Can I require drug tests and physical examinations? What records must I maintain? How do I complete the I-9 form to prove that my employees are legally allowed to work for me?

Can I be liable for negligent hiring? Who exactly is an employee? How do I prepare an Independent Contractor agreement?

WEEK 2: Managing Every Day Human Resources:


What is my role as a fiduciary for a pension or 410K plan? Who prepares plan documents? How do I negotiate with third party administrators? What is ERISA?

WEEK 3: Unionization:

If my workforce is unionized, how do I administer the collective bargaining agreement, handle grievances and arbitrations? Can I have teams in a unionized work place? How do I prepare to negotiate a contract? What happens if there is a strike? Can I hire replacement workers? What if my products are boycotted?

If my workplace is not unionized, what can I legally do to ensure that we remain nonunion? What if there is an organization attempt? How do I handle NLRB charges and investigations? What is a right to work state?

WEEK 4: Safety:

What is OSHA and how can I ensure that we are in compliance? What is the role of HR in safety? How can I ensure that we have a safe workplace? What is an MSDS and what are our employee education requirements? How do I complete my annual OSHA reporting requirements? What are the penalties for noncompliance? What do I do if OSHA, NIOSH or the EPA shows up at my door with a subpoena?

What is Workers Compensation? Should I be self insured or join the state fund? How do I investigate accident claims? Is there a way to challenge suspected fraud? What do I do in a Workers Compensation Hearing?
WEEK 5: Catch up, Review and Mid Term Examination

WEEK 6: Employment Discrimination:

Is my company required to prepare an annual Affirmative Action Plan and EEO-1 Report? What do I do during an OFCCP audit? What rights do employees have to file discrimination complaints with the EEOC or the OCRC? How do I respond to those complaints?

What is the best company policy on Non-Discrimination and Sexual Harassment? How do I comply with all the nondiscrimination laws? (Equal Pay Act, ADEA, Civil Rights Acts, ADA, Executive Order 11246)

WEEK 7: Disability

How do I manage the Family Medical Leave Act? What information can I require for employees to request FMLA time off work? How do I balance FMLA requirements with the ADA and Workers Compensation? How do I manage employee privacy issues in medical records?

What is disability retirement? Should I establish an Employee Assistance Program? How do I handle alcoholism and drug abuse on the job?

WEEK 8: Termination of Employment:

What records do I need to have to terminate someone? How do I conduct a termination meeting? Do I need to have a progressive discipline policy? What is employment at will? Do I need to be concerned about a possible retaliation suit for terminating a whistle blower?

What does the Bureau of Employment Services do? How do I respond to claims for unemployment compensation? What happens in UC hearings? Can someone who quits his/her job get unemployment? How does COBRA apply to terminated employees and their dependents?

WEEK 9: Workplace Privacy and Employment Rights

Can we have on the job surveillance? Do we have an e-mail and electronic communication policy? Do we policies to cover theft, terrorism, embezzlement, violence in the workplace, trade secrets?

What is a Restrictive Covenant? How do I prepare one that effectively covers our competitive environment?

WEEK 10: Review and Final Examination

REQUIRED TEXT: (Still looking for one that is appropriate)
**COURSE REQUIREMENTS:**

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<tr>
<th>Component</th>
<th>Percent of Grade</th>
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<tbody>
<tr>
<td>Weekly Current Events assignments</td>
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<tr>
<td>Mid Term Exam</td>
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<td>Final Examination</td>
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