

Syllabus for
GBUS 549—Legal Issues in Human Resource Management
3 Credit Hours
Fall 1999

I. COURSE DESCRIPTION

Details the legal background necessary for senior human resource officials to function effectively within the boundaries set by law. Employment-related legislation, legal precedent, and the Supreme court of the United States' interpretation of law are the focal points of the course.

This is a multifaceted course. As labor and employment law issues have increasingly had a more pervasive impact on American industry and business, we have designed a course to provide an overview of employment law matters, including employee benefits, environmental, safety and health issues, immigration law, workers' compensation, wage and hour, drug and alcohol issues, plant closings and layoffs.

To provide the most meaningful insights and most reliable information about myriad law and regulations governing the employer/employee relationship, the finest legal talent in the community has been engaged to provide the instruction.

II. COURSE GOAL

To equip and challenge students and persons already employed in the field of Human Resources to achieve a better understanding of the purpose of the laws as a rule and guide of proper conduct.

III. COURSE OBJECTIVES

- A. Upon successful completion of this course the student will state, discuss and explain major Federal and State laws and regulations governing the employment relationship from the point of view of an employee.
- B. Identify the component of good employment relations based upon Christian principles in obedience to the laws and regulations prescribed for proper conduct in the world of work.

IV. TEXTBOOKS

- A. Seyfarth, Shaw, Fairweather and Geraldson. 1999 Federal Employment Laws and Regulations. How to Comply, Survival Guide #6. Chicago: American Chamber of Commerce Publishers, 1999.
- B. Sullivan, Franezek. 1999 Employment Discrimination--An Employer's Guide, Survival Guide #5. Chicago: American Chamber of Commerce Publishers, 1999.

V. COURSE PROCEDURES

- A. Course Prerequisites: senior standing or graduate student.
- B. Evaluation Procedures

1. Point Distribution	
Midterm Exam	100 points
Term Paper	100 points
Final Exam	<u>100 points</u>
Total points	300 points

1. Grading Scale	
90% - 100%	= A
80% - 89%	= B
70% - 79%	= C
60% - 69%	= D
Below 60%	= F

C. Other Information

1. "Consistent with Section 504 of The Rehabilitation Act of 1973, and the Americans With Disabilities Act, ORU ensures that no 'qualified individual' will be denied reasonable accommodation in the form of modification of policies, practices and/or procedures." Students with disabilities who wish to access services should contact their professor(s) and the Office of Disability Services at Ext. 7355 to initiate the process.
2. Students and faculty at Oral Roberts University adhere to all laws addressing the ethical use of others' materials, whether it be in the form of print, video, multimedia, or computer software.
3. If for any reason the student is unable to take an exam at the regularly scheduled time, the student must clear the absence in advance with the professor. Students that do not clear exam absences in advance of the absence will be penalized the greater of either 10 points or one (1) letter grade. It is the student's responsibility to schedule a make-up exam time with the professor. Tests that have not been made up by the day of the final exam will automatically become a zero (0) grade.
4. Students are responsible for all information covered, presented, or assigned in class.
5. It is the student's responsibility to sign the roll at the beginning of class.
6. Exams will be essay in nature and will cover all material presented in class, outside readings, text assignments, films, guest speakers, and handouts.
7. Students should utilize modern technology in the development of plans and reports. Professional quality reports and presentations are expected.

VI. ATTENDANCE POLICY

- A. Attendance at each class or laboratory is MANDATORY at Oral Roberts University.
- B. Double cuts will be assessed for absences immediately preceding or following holidays or breaks.
- C. A student should make every effort possible to be in attendance when presentations are scheduled. If a student is unable to attend for medical reasons, then it is the student's

responsibility to communicate the reason for the absence to the professor prior to the class and to furnish the professor a written explanation of the need for the absence from the physician who attended to the student.

- D. If a student must miss class due to a medical ailment, an appropriate medical excuse must be presented to the instructor. If you are sick enough to miss class, you are sick enough to see a doctor. A medical or administrative excuse must be presented to the instructor before any missed work may be made up.

VII. COURSE CALENDAR

- A. August 23, 1999--Lecturer, Charles A. Kothe
Chapter 28----Union representation and unfair labor practices
Chapter 29----Employee committees
- B. August 30, 1999--Lecturer, Kevin P. Doyle
Chapter 3----Recruiting and hiring
Chapter 5----New hire reporting
Chapter 10----Job descriptions
Chapter 11----Employee handbooks
Chapter 33----Workforce reduction notice (WARN)
- C. September 6, 1999----LABOR DAY (No classes)
- D. September 13, 1999--Lecturer, Kevin P. Doyle
Chapter 15----Family and medical leave
Chapter 16----Discrimination in employment
Pages 201-208 and pages 219-225
Chapter 25----Workplace violence
Chapter 30----Negligent supervision and retention
Chapter 31----Non-compete agreements and trade secrets
- E. September 20, 1999--Lecturer, J. Ronald Petrikin
Grippers, whiners and complainers--will your treatment of a perpetual complainer
put business on trial?
Chapter 23----Whistleblower protection
Chapter 24----Keeping employee complaints out of court (ADR)
- F. September 27, 1999--Lecturer, Charles S. Plumb
Chapter 7----Termination
Chapter 8----Discipline
Chapter 9----Performance evaluation
- G. October 4, 1999--Lecturer, Bill Hamilton
Chapter 6----Wages and hours
Chapter 17----Child labor
Chapter 34----Immigration
- H. October 11, 1999 MIDTERM EXAMINATION
- I. October 16-25, 1999 FALL BREAK

- J. October 25, 1999--Lecturers, Robert Canino and Charles A. Kothe
Chapter 16----Discrimination in Employment, Pages 208-213,
Employer's Guide #6, and
Book----Employment Discrimination--Employer's Guide #5
Specific assignments to be announced.
- K. November 1, 1999--Lecturer, J. Patrick Cremin
Sexual Harassment----Chapters 59 and 67, Employer's Guide #5
- L. November 8, 1999--Lecturer, William W. White, Jr.
Chapter 36----The Occupational Safety and Health Act, (OSHA)
Chapter 37----Employee exposure to chemicals
- M. November 15, 1999--Lecturer, Robert B. Sartin (5:00 - 6:30 p.m.)
Chapter 26----Independent contractors
Chapter 27----Temporary leased employees
Chapter 30----Telecommuting (6:30 - 7:00 p.m.)
- N. November 22, 1999--Lecturer, L. Brad Taylor (5:00 - 6:00 p.m.)
Chapter 35----Workers' compensation - Employees' view

November 22, 1999--Lecturer, Catherine Taylor (6:00 - 7:00 p.m.)
Chapter 35----Workers' compensation - Employers' view
- O. November 29, 1999--Lecturer, David B. McKinney
Chapter 12----Employee benefits
Chapter 13----COBRA
Chapter 14----Group health plan reform (HIPAA)
- P. December 6, 1999--Lecturer, W. Kirk Turner
Chapter 18----Drug and alcohol misuse in the workplace
Chapter 19----Aids in the workplace
Chapter 20----Smoking in the workplace
Chapter 21----Privacy and high technology in the workplace
- Q. December 13, 1999

Charles Kothe
Name of Instructor

GBUS 549
Course No.

Legal Issues in Human Resources
Title of Course

Graduate School of Business
Name of Department

MISSION

The lifestyle at ORU is rooted in the word "Wholeness." ORU seeks to educate the whole person, with balanced emphasis placed on the development of mind, spirit, and body.

GENERAL OUTCOMES

1. Spiritual Development
2. Physical Development
3. Communication
4. Analysis
5. Problem Solving
6. Valuing in Decision-making
7. Social Interaction
8. Global Perspectives
9. Effective Citizenship
10. Aesthetic Responsiveness

MAJOR OUTCOMES

**Critical Thinking/
Communication**

Accurately uses theoretical frameworks to identify, interpret, and analyze business situations and effectively communicate the analysis to others.

Enterprising/Problem Solving

The course develops scholarly ability to seek, find, review, and use literature to analyze and solve organizational problems within a wide variety of topic areas.

Leadership

The course offers the opportunity to interact within a group structure that researches and discusses ongoing problems of interest to managers who are responsible for personal and organizational leadership at all levels.

Global Perspectives

The course offers a survey of the impact of a global economy on the traditional paradigm of the organization.

COURSE GOALS

Students will learn the major issues of law related to human resource management and will be capable of providing answers to specific questions/situations.

Students will learn how to interact with legal counsel on issues of human resource law.

Students will learn the name and major components of national and state Human Resource law.

ASSESSMENT OF COURSE
GOALS

STIMULI:

Major exams will assess the student's knowledge of text material.

CRITERIA:

See Syllabus.