

University of North Texas at Dallas

Fall 2015

SYLLABUS

MGMT 4890-001(1090) Legal Aspects of Employment Practices 3 Hrs	
Department of Management	Division of Business
Instructor Name:	Ed Fjordbak
Office Location:	Adjunct Faculty Center DAL2-305
Office Phone:	(Cell) 214-707-2213
Email Address:	edward.fjordbak@untdallas.edu alternate EFjordbak@sbcglobal.net
Office Hours:	By appointment Wed. 4:30-6:45 pm or by special arrangement
Virtual Office Hours:	Generally available by email EFjordbak@sbcglobal.net (prefer e-mail over texting)
Classroom Location:	UNT-D Bldg 2 Rm 243
Class Meeting Days & Times:	Wed 7:00PM – 9:50PM (expect some to 10pm)
Course Catalog Description: The study of federal, state and local laws and regulations that affect the management of human resources in the business context, with particular emphasis on regulation of the employment relationship and environment. Topics include: discrimination laws (involving race/color/national origin; gender, encompassing sexual harassment and pregnancy discrimination, gender affinity, religion; age; disability and handicap); employer responsibilities in application of legal requirements; the litigation processes and court structure; and employees' other rights within the workplace.	
Prerequisites:	PSCI 1040 and PSCI 1050, or equivalent
Co-requisites:	none
Required Text: Employment Law for Human Resource Practice by David J. Walsh, Fourth Edition, South-Western Cengage Learning, ISBN: 978-1-111-97219-6	
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fheg.follett.com
Course Goals or Overview:	
This course will prepare students to: (1) comprehend principles of employment laws applicable to the human resources functions in organizations as enacted by legislation, made effective by regulations issued and enforced by government agencies, and interpreted by the court system; (2) understand the direction of and emerging issues of employment law; (3) understand how to make economic use of legal counsel for the organization; (4) analyze how various employment laws help reduce the organization's exposure to liability or expose it to higher liability.	
Learning Objectives/Outcomes: At the end of this course, the student should	
1	Understand and apply legal concepts regarding race, religion, national origin, gender, color, age and disability, including concepts associated with the Fair Labor Standards Act (FLSA), the Family and Medical Leave Act (FMLA).
2	Recognize biases and prejudices; how they influence employment decisions and create discrimination claims on the basis of "disparate treatment" and "disparate impact." Identify and be familiar with questions to be asked and answered before an adverse employment action is taken against an employee.
3	Understand the "employment-at-will" doctrine and its exceptions. Recognize and understand covenants not-to-compete, confidentiality agreements, non-solicitation agreements, and arbitration agreements. Be aware of the purpose behind the enactment of employment laws and their application in a corporate or entrepreneurial setting.

Course Outline

This schedule is subject to change by the Instructor. Changes to this schedule will be communicated by delivery of written or verbal changes from the Instructor.

Assignments: Outlines for each topic will be posted to Blackboard after class discussion of the topic, generally within 24 hours after the lecture. Along with the textbook, this and other distributed materials and some on-line research is sufficient. Prepare for and complete the four non-cumulative exams on the specified dates at the specified dates and times.

TOPICS	Wednesdays 7-9:50pm
1. The Regulation of Employment (including employment termination) and how "law" is created	August 26
2. Title VII of the Civil Rights Act of 1964	September 2
3. Legal Construction of the Employment Environment (including hiring and promotion decisions; environmental safety; wages, hours and pay equity); + Review for Exam 1	September 9
4. Exam 1 ; + Lecture: Affirmative Action (full 3 hr class)	September 16
5. Race and Color Discrimination	September 23
6. National Origin Discrimination	September 30
7. Gender Discrimination	October 7
8. Sexual Harassment; + Rev for Exam 2 AA, Race/Color, Ntl Orig, Gender Discr	October 14
9. Exam 2 ; + Lecture on Religious Discr. (full 3 hrs)	October 21
10. Finish Religious Discrim.; Age Discrimination; + Review for Exam 3 (primarily Religious & Age Discr.)	October 28
11. Exam 3 ; + Lecture: Disability Discrimination (full 3 hrs)	November 4
12. The Employee's Right to Privacy and Management of Personal Information (including employment tests; performance appraisals, training and development, medical/mental info.)	November 11
13. Labor Law, Dept. of Labor, Unions	November 18 (Note – no class Wed. Nov. 25)
14. Affinity Orientation Discr. + Rev. for Exam 4 Disab, Privacy, Info Mgmt., Labor, Affinity	Dec. 2
15 Exam 4 (appx.1 hr 30 min)	Dec. 9

Instructor no-show "things happen" policy: If instructor has not shown up by 15 min. after regular start time and hasn't notified at least one present class member that he will be late and asked them to communicate that to the class, then presume class is dismissed for the day; but someone first please call my cell before leaving: 214-707-2213. Look for the outline to be posted.

General Class Procedures:

I expect students to **take notes** during the class. It's also important to **participate**. I will ask questions and occasionally circulate short articles on legal issues or cases for you to

scan briefly and report the key elements to the class. Look for: 1 The **legal issues**, 2. The **law**, 3. The **facts**, and recite **how the law was applied to the issue given the facts**. Then 4. Comment on **why you think the court's (or agency's) "holding" is appropriate or not**. Generally about 24 hours after the lecture, a relatively thorough outline will be posted on Blackboard which will give you most of the key information. Doing well on the exams, however, will be almost impossible without being in class since additional information and context is often critical in legal matters. You may even see how a misplaced comma can change the outcome of a case, from which **you will learn the need to be precise, thorough, and able to consider issues not apparent to others**. This applies both to **speech and especially when writing**. I may ask each of you to bias yourselves purposefully in favor of employees or of employers for purposes of your responses. **Missing classes will disadvantage you significantly. Students who miss class because of a disability will be given reasonable accommodation to help them learn, but their grade will be based on their own performance compared to others in the class.**

Course Evaluation Methods:

This course will use the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Four non-cumulative Exams - *written tests of multiple-choice, true-false, and essay questions designed to measure knowledge of presented course material.*

Grading Matrix:

Instrument	Value (percentages)	Total
Exam One	25%	25%
Exam Two	25%	25%
Exam Three	25%	25%
Exam Four	25%	25%
Total		100%

Grade Determination:

A = 400 – 360 pts; i.e. 90% or better

B = 320 – 359 pts; i.e. 80 – 89 %

C = 280 – 319 pts; i.e. 70 – 79 %

D = 240 – 279 pts; i.e. 60 – 69 %

F = 239 pts or below; i.e. less than 60%

Class participation, which requires consistent attendance, *may* be considered as a factor at the discretion of the instructor. Constructive commentary by students may also help a grade. In case of a missed test, the instructor may offer an opportunity to submit a paper, but that will be a lot more work and will be held to high standards.

University Policies and Procedures

Students with Disabilities (ADA Compliance): *The University of North Texas Dallas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.*

As a faculty member, I'm required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632.

The Department of Management is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNTD Policy 7.004, Disability Accommodations for Students, and by visiting Student Life, Building 2, Suite 200. 972-780-3632, studentlife@unt.edu.

Student Evaluation of Teaching Effectiveness Policy: *The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.*

Exam Policy: *Exams, which are not cumulative, should be taken as scheduled. **No makeup examinations will be allowed except for documented emergencies.** (See Student Handbook). Each exam will contain multiple-choice, true-false and essay questions, and will cover preceding material from both reading assignments and class discussions. Exams will each be worth 100 points. **Bring two sharpened #2 pencils and a Scantron form to each exam. DO NOT bend or fold***

or run the Scantron form through your laundry before use. You will not be permitted to take any exams if you arrive in class more than 30 minutes after the scheduled starting time for the exam, or if any student has completed the exam and left the classroom. If you have to miss an exam, at the discretion of the instructor, you may be given an alternative date and place to take the exam or may be offered the opportunity to write a detailed paper on a related subject, but note that paper will be subject to very high grading standards (if it is offered).

You're encouraged to take class notes, however, open laptop computers or cellphones will not be used during class without the instructor's permission, to prevent an environment of disruption or distraction to the students and the instructor.

Academic Integrity: Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at <http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20AcademicIntegrity.pdf> for complete provisions of this code. In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:

On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.

Classroom Behavior: As mature adults, we're expected to be respectful of our peers and the Instructor during class. An open and informal class atmosphere will be maintained, and as such, there are specific behaviors that are unacceptable and will not be permitted in the classroom. To avoid being removed from the class, please **refrain from** the following behavior:

1. **Responding to PDAs or cell phones:** All electronic devices are to be turned off during class and put away unless the professor asks you to look up something on-line at that moment. **If you have a pending emergency, notify the professor that you need to have your device on vibrate, then before answering a call, leave the classroom. ***Reading or typing or talking on your device during class WILL count off your final grade.*****
2. During class, **engaging in extended private conversations about subjects other than those being discussed in class will count off your final grade.**
3. Working on assignments or reading materials for other classes.
4. **Entering the classroom late** or in a noisy manner to the distraction of the other students
5. **Speaking out in the class in a repetitive manner without being recognized by the Instructor**

6. *Leaving the classroom without prior arrangements* with the Instructor, except in the case of illness
7. *Using vulgar, offensive language other than that found in examples or cases, or actions that detract from a learning environment*
8. *Engaging in conduct of personal grooming*

Bad Weather Policy: *On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses' main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.*

Attendance and Participation Policy: The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class, and for what reason. Students are also responsible to make up any work covered in class. It's recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Seating Chart/ Name Tent Cards: *A seating chart or Name Tent Cards will be prepared to assist the Instructor in recognizing you during class discussions. Notice will be given for completing the seating chart. When the seating chart or Name Tent Card is passed out, please sign your name in the seat where you're sitting that day or on the back of your Tent Card and date it. The Seating Chart or Tent Card will be used to return graded exams, to take roll, make notes of early departures and make note of outstanding participation or disruptive behavior. Turn your tent cards toward the professor.*

Diversity/Tolerance Policy: *Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the Instructor deems appropriate.*

Note: *Your Instructor may change any information in this syllabus, when necessary, with adequate notice given to the student.*