# LINCOLN UNIVERSITY BA 437 – Personnel Law

Course Syllabus Spring 2014

**Lecture Schedule:** Tuesday, 9:00 AM – 11:45 AM

**Credit:** 4 units (45 hours of lecture + 45 hours of self-study research project)

**Instructor:** Prof. Ken Germann, MBA, JD

**Office Hours:** Tuesday, 8:30 AM - 9:00 AM and TBA

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**Textbook:** Employment Law for Business

Sixth Edition, by Bennett-Alexander and Hartman, McGraw-Hill, NY, NY, 2009

ISBN-13: 978-0-07-337763-6

## **CATALOG DESCRIPTION**

The course covers personnel law in the business perspective. It includes all foundations needed to understand the topic and the important state and federal guidelines. A one-unit written research project and its oral presentation are required for the course. (4 units)

## **COURSE OBJECTIVES**

- Students will understand how employee relations are regulated.
- Students will understand the different types of discrimination which affect employment.
- Students will have a thorough knowledge of regulation in the workplace.
- Students will learn the rights and responsibilities of employers and employees.

## PROCEDURES AND METHODOLOGY

Lecture method is used in combination with business case studies. The emphasis will be on learning by doing. Every student must participate in an intensive preparation and classroom activity.

#### **COURSE PROJECT**

Every student in the class must complete and submit a plan for personnel policy and procedures. Final project will be presented orally on the last day of class.

## **DOCTORAL STUDIES PROJECT**

Every student in the doctorial program will be expected to develop a three tier grievance process. The written project and the oral presentation will both be presented in the last scheduled class.

# **REQUIREMENTS**

Continuous assessment is emphasized. Written assignments will be given every week. Reading, writing and "business case study" assignments will be scheduled throughout the course. Students must complete all assignments and take all exams on the dates scheduled. Plagiarism will result in the grade "F" and a report to the administration.

## **ATTENDANCE**

Students are expected to attend each class session. If you cannot attend a class due to a valid reason, please notify the instructor prior to the class. There will be a make-up assignment.

#### **EXAMS**

Both midterm and final exams are structured as written essays to answer the given questions. Examples to illustrate; and references to statute and case law are mandatory. Exams will cover all assigned chapters, any additional readings or supplementary materials covered in class.

# GRADING

| Class Participation |   |   |  |
|---------------------|---|---|--|
|                     | 100 points  |   |  |
| m                   | 100 points  |   |  |
| Final Exam          |   | 100 points  |  |
| t - Written 50      | _   |   |  |
| Oral 50             | 100 points  |   |  |
| ect - Written 50    | _   |   |  |
| Oral 50             | 100 points  |   |  |
|                     | 600 points  |   |  |
| A                   | 444-461   | C   |  |
| A-                  | 420-443   | C-  |  |
| B+                  | 402-419   | D+  |  |
| В                   | 360-401   | D   |  |
| B-                  | 359 or below  | F   |  |
| C+                  |   |   |  |
|                     | m t - Written 50 Oral 50 ect - Written 50 Oral 50  A A- B+ B B- | 100 points 20 |  |

## **COURSE SCHEDULE**

| Lectures | Topic   | Chapters |
|----------|---|----------|
| 1        | Overview  |          |
|          | Regulation of Employment                                | Ch. 1    |
| 2        | (a) Civil Rights Act                                    | Ch. 2    |
|          | (b) Legal Construction of the Environmental Environment | Ch. 3    |
| 3        | (a) Affirmative Action                                  | Ch. 4    |
|          | (b) Race and Color Discrimination                       | Ch. 5    |
| 4        | National Origin Discrimination                          | Ch. 6    |
| 5        | Gender Discrimination                                   | Ch. 7    |

| 6  | Sexual Harassment                             | Ch. 8    |
|----|---|----------|
| 7  | (a) Review                                    | Ch. 1-8  |
|    | (b) Midterm Exam                              |          |
| 8  | Affinity Orientation Discrimination           | Ch. 9    |
| 9  | Religious Discrimination                      | Ch. 10   |
| 10 | Age Discrimination                            | Ch. 11   |
| 11 | Disability Discrimination                     | Ch. 12   |
| 12 | (a) Employee Rights                           | Ch. 13   |
|    | (b) Labor Law                                 | Ch. 14   |
| 13 | Benefits and Protections                      | Ch. 15   |
| 14 | (a) Review                                    |          |
|    | (b) Final Exam                                | Ch. 9-15 |
| 15 | (a) Written Course Project Due                |          |
|    | (b) Oral Presentation of Course Project       |          |
|    | (c) Written Doctoral Project Due              |          |
|    | (d) Oral Presentation of Doctoral Project Due |          |

## **COMMENTS**

- ❖ Participation is required. What you put into the class will determine what you get out of it − and what others get out of it.
- ❖ Please come on time. Late arrivals disturb everyone else.
- ❖ If you miss a class, you are responsible for getting notes on the material covered from a classmate.
- \* To avoid distracting noise in class, cellular phones must be turned off or the ringing mode silenced.
- ❖ Questions and comments during the class are welcome. Do not hesitate to ask questions do not leave anything unclear for you.

## MODIFICATION OF THE SYLLABUS

The instructor reserves the right to modify this syllabus at any time during the semester. Announcements of any changes will be made in the classroom.

#### **INSTRUCTOR BIO**

My first career was in operations for manufacturers. I worked as an expediter, quality control inspector, junior chemist, front line supervisor and plant manager. I was lucky enough to be a poverty attorney during the "War on Poverty". My third career was as a producer, director, script writer and actor for a murder mystery company. For the past thirty years I have had a consulting firm, specializing in management and marketing problems.

Like many students, I pursued four degree programs while working full time. My passion is teaching. I have over thirty years of teaching graduate and undergraduate business classes. My other interests are family and travel. I have had an opportunity to work and travel to 171 countries.

Syllabus Updated: January 21, 2014