



**MGMT 1110** Employment Rules &  
Regulations  
**COURSE SYLLABUS**  
Online  
Fall Semester 2015

Semester: 2015 Fall  
Course Title: Employment Rules & Regulations  
Course Number: MGMT 1110  
Credit Hours/ Minutes: 3 / 2250

Class Location: GVTC/Angel  
Class Meets: Via Internet / 15 weeks  
CRN: 20037

Instructor: Vicki Spivey  
Office Hours: 10:00—11:30 and 2:00—4:00 Monday-Thursday  
Office Location: Office 831  
Email Address: [vspivey@southeasterntech.edu](mailto:vspivey@southeasterntech.edu) (preferred communication from students)  
Phone: 912-538-3175  
Fax Number: 912-538-3106

**REQUIRED TEXT:** Employment Law, Twomey, 1<sup>st</sup> ed., 2010, McGraw Hill

**REQUIRED SUPPLIES & SOFTWARE:** Black, blue or red ink pens, no. 2 lead pencils, erasers, thumb drive, jump drive, USB, etc., and 3-subject notebook, Browser should be IE 7 or higher or Mozilla Firefox 2.0 or higher.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**COURSE DESCRIPTION:** Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, and Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Worker's Compensation, Unemployment Compensation, and National Labor Relations Act.

**MAJOR COURSE COMPETENCIES:** Topics include: Employment Law, the Courts, and Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Worker's Compensation, Unemployment Compensation, and National Labor Relations Act.

**PREREQUISITE(S):** Provisional Admission

**COURSE OUTLINE:**

1. Employment Law, the Courts and Alternative Dispute Resolution (ADR)
2. Discrimination Law
3. Selecting Applicants Under the Law
4. OSHA and Safety
5. Affirmative Action
6. At-Will Doctrine and Right to Privacy
7. Fair Labor Standards Act (FLSA) and Family Medical Leave Act (FMLA), Worker Adjustment and Retraining Act (WARN), Older Worker Benefit Protection Act (OWBPA), Consolidated Omnibus Budget Reconciliation Act (Cobra), and Employee

Retirement Income Security Act (ERISA)

8. Workers Compensation and Unemployment Compensation
9. National Labor Relations Act

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS (Online):** Online courses require students to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress.

Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. The student is expected to complete all work each week. Exams and assignments must be completed on the specified date. There are no makeup exams and students who miss an exam will be assigned a grade of zero. Assignments may be turned in early and exams are posted for 7 days. Please do not wait until the last moment to submit in case you have Internet problems with your computer. Homework Assignments **will not be graded after the due date on Mondays at 11:59 pm resulting in a zero (0)**. Class participation is required for successful completion of the course. All online students must pledge that they have read and understand the *STC Catalog* within the first three days of class. **Online students are responsible for checking e-mails and Angel announcements DAILY Monday-Thursday.** Books are required on the **first day** of the semester.

**ONLINE ATTENDANCE:** It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and homework assignments are due before 11:59 pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**SPECIAL NEEDS ADDENDUM:** *Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

#### **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley Room 1208 (478) 289-2274 -- Vidalia Campus: Helen Thomas Room 108 (912) 538-3126.

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school

calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

**PROCTORED EVENT REQUIREMENT(S) (Online):** In order to validate student identity for all online courses, students enrolled in online courses are required to complete one proctored event per online course. The proctored event may be a major exam, assignment, or presentation, etc. that will count a **minimum of 20% of the course grade**. Online students will be required to take the Proctored Event on the instructor's home campus; the event will be monitored by the instructor or another STC employee. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval a **minimum of two weeks prior** to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on the same day(s) it is originally scheduled. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

**The required proctored exam for this class is October 28, Wednesday, at 8:30 am in the Medical Technology (Gillis Building) on the Vidalia campus or October 29, Thursday, at 2:00 pm Building 8, Lab 8141 on the Swainsboro campus. You must come by office 831 to sign in on the Vidalia campus. Chapters 1-10 will be covered on the computerized proctored exam. You must attend on one of the two days listed or you will receive an**

## **F in the course. There are no makeup proctored exams.**

**EXIT EXAM:** All students are required to take the Exit Exam during their last semester.

**MAKEUP GUIDELINES (Tests, homework, projects, etc...):** **No make-up exams are allowed and there are no exceptions.** If Internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time if the exam will be reset. Only one test will be reset per semester if the instructor is notified in time according to the instructions in Angel. Homework Assignments turned in late (Monday after 11:59 pm) **will not be graded resulting in a zero (0).**

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

### **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

#### **--First Offense--**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

#### **--Second Offense--**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

#### **--Third Offense--**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** For information regarding Angel, the Information Delivery System (IDS), Student Owl Mail, and BannerWeb, please see the IT Department link on STC's website at <http://www.southeasterntech.edu>.

**GRADING POLICY**

Homework Assignments	45%
Discussion Board	10%
Tests	25%
Proctored Exam	20%

**GRADING SCALE**

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

**TCSG GUARANTEE/WARRANTY**

**STATEMENT:** *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

**COURSE DISCLAIMER:** It is important to remember that the subject matter taught in this class is for ACADEMIC purposes only. The legal and judicial issues discussed are **NOT** intended to give the student the ability to substitute their judgment for a competent and professional legal review. Remember that judicial decisions are based on a case by case review of the specific facts pertaining to the case and not on the general information presented in this class. If an employee/employer is faced with a legal issue they should consult with professional council.

**DISCUSSION BOARD GRADING RUBRIC**

<b>No. of Posts</b>	<b>No. of Replies</b>	<b>Initial Grade</b>	<b>Errors</b>	<b>Point Reduction</b>
1 or more	2 or more	<b>100</b>	Spelling	-5 each
1 or more	1	<b>66</b>	Grammatical	-5 each
1 or more	0	<b>33</b>	Length (4-5 min over 7 words each)	-20 per sentence
0	0	<b>0</b>	Thoughtful Content	-20 per sentence

**LESSON PLAN MANAGEMENT 1110**

DATES	CHAPTER/UNIT	OBJECTIVES	ASSIGNMENTS	COMP
Aug 17	Chapter 1	Overview The major laws governing human	Type Student Pledge	1A, C, D,

		<b>resource management</b> <b>Resource management</b> <b>Potential human resource</b> <b>problems</b> <b>Changing environment</b>	<b>Type Student Introduction</b>  <b>Work on Chapter 1</b> <b>Homework</b>  <b>Work on Ch 1 Discussion</b> <b>Board</b>	<b>4, 9</b>
18				
19				
20				
24	Chapter 2	<b>Litigation</b> <b>Litigation of Employment</b> <b>Discrimination Claims</b> <b>Characteristics of Litigation</b> <b>EEOC Litigation</b>	<b>Chapter 1 Due</b>  <b>Work on Chapter 2</b> <b>Homework</b>  <b>Work on Ch 2 Discussion</b> <b>Board</b>	<b>A, C,</b> <b>D, 2,</b> <b>3</b>
25				
26				
27				
31	Chapter 3	<b>Alternative Dispute Resolution:</b> <b>Arbitration</b> <b>The Rise of Alternatives to</b> <b>Litigation</b> <b>Arbitration</b> <b>The Federal Arbitration Act</b> <b>Related Issues Involving</b> <b>Arbitration</b> <b>The American Arbitration</b> <b>Association</b>	<b>Ch 1-2 Test posted from</b> <b>08/31--9/07</b>  <b>Chapter 2 Due</b>  <b>Work on Chapter 3</b> <b>Homework</b>  <b>Work on Ch 3 Discussion</b> <b>Board</b>	<b>A, C,</b> <b>D, 1</b>
Sept 1				
2				
3				
7	Chapter 4	<b>Alternative Dispute Resolution:</b> <b>Mediation</b> <b>Mediation versus Arbitration</b> <b>Types of Mediation</b> <b>Benefits of Mediation</b> <b>Drawbacks of Mediation</b> <b>An Example of a Successful</b> <b>Mediation Program</b> <b>Mediation Surprises</b> <b>Mediation and the National Labor</b> <b>Relations Board</b> <b>Mediation and the Equal</b> <b>Employment Opportunity</b> <b>Commission</b> <b>Internal Mediation Programs</b> <b>Employer Considerations</b> <b>Regarding Mediation</b> <b>Mediation Outcomes and</b> <b>Appeals</b>	<b>Chapter 3 Due</b>  <b>Work on Chapter 4</b> <b>Homework</b>  <b>Work on Ch 4 Discussion</b> <b>Board</b>	<b>A, C,</b> <b>D, 1,</b> <b>9</b>

		<b>How Mediation Fits in the Legal Framework</b>		
<b>8</b>				
<b>9</b>				
<b>10</b>				
<b>14</b>	<b>Chapter 5</b>	<b>Employment at Will When Does the Employment at Will Doctrine Come into Play? Erosion of the Employment at Will Doctrine Exceptions to the Employment at Will Doctrine Common Law Tort Violations The Model Employment Termination Act What about Bullying?</b>	<b>Ch 3-4 Test posted from 09/14—09/21  Chapter 4 Due  Work on Chapter 5 Homework  Work on Ch 5 Discussion Board</b>	<b>A, C, D, 6</b>
<b>15</b>				
<b>16</b>				
<b>17</b>				
<b>21</b>	<b>Chapter 6</b>	<b>Privacy Rights, Restrictive Covenants Employee Privacy Rights Dilemma for Managers HIPAA: Federal Legislation on Privacy Rights Restrictive Covenants Ownership of Intellectual Property</b>	<b>Chapter 5 Due  Work on Chapter 6 Homework</b>	<b>A, C, D, 6</b>
<b>22</b>				
<b>23</b>				
<b>24</b>				
<b>28</b>	<b>Chapter 7</b>	<b>Reaching for Equal Opportunity Based on Sex and Race Legislative History and the Role of the Courts Disparate Treatment and Disparate Impact Cases Affirmative Action</b>	<b>Chapter 6 Due  Ch 5-6 Test posted from 09/28—10/05  Work on Chapter 7 Homework</b>	<b>A, C, D, 5</b>
<b>29</b>				
<b>30</b>				
<b>Oct 1</b>				
<b>5</b>	<b>Chapter 8</b>	<b>Race and Color Discrimination Defining Race and Color EEOC Facts about Race and Color Discrimination Disparate Impact and Race Discrimination Affirmative Action: Race Discrimination</b>	<b>Chapter 7 Due  Work on Chapter 8 Homework</b>	<b>A, C, D, 2</b>
<b>6</b>				

7				
8				
12	Chapter 9	The Civil Rights Act of 1991, the Glass Ceiling Act, and the Pregnancy Discrimination Act The Civil Rights Act of 1991 The Pregnancy Discrimination Act of 1978	Ch 7-8 Test posted from 10/12—10/19  Chapter 8 Due  Work on Chapter 9 Homework	A, C, D, 2, 7
13				
14				
15				
19	Chapter 10	Sex Discrimination, the Equal Pay Act, and the Civil Rights Act Unintended Consequences The Equal Pay Act of 1963 Comparable Worth Theory The Civil Rights Act of 1964 Sexual Harassment The Employment Nondiscrimination Act: Proposed Legislation	Chapter 9 Due  Work on Chapter 10 Homework	A, C, D, 2, 7
20				
21				
22				
26	Chapter 11	Religious Discrimination What Constitutes an Employee's Religion or Belief? What Constitutes Reasonable Accommodation for Religion? The Workplace Religious Freedom Act The Ministerial Exception Public Sector Religious Discrimination	Chapter 10 Due  Work on Chapter 11 Homework	A, C, D, 2, 7
27				
28		Proctored Exam: 8:30 am (see syllabus for details)	Chapters 1-10	A, C, D, 1-7
29		Proctored Exam: 2:00 pm (see syllabus for details)	Chapters 1-10	A, C, D, 1-7
Nov 2	Chapter 12	National Origin Discrimination and Immigration Issues Introduction The Governing Statutes for National Origin Issues Employers Must Determine Whether an Alien is Authorized to Work in the United States National Origin Discrimination:	Chapter 11 Due  Work on Chapter 12 Homework	



		<b>Civil Rights Act Rights of Unauthorized Aliens under Discrimination Laws</b>		
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>9</b>	<b>Chapter 15</b>	<b>The Family and Medical Leave Act, Workers' Compensation, and the ADA The Family and Medical Leave Act of 1993 The FMLA, State Leave Laws, Workers' Compensation, and the ADA</b>	<b>Chapter 12 Due Work on Chapter 15 Homework</b>	<b>A, C, D, 7, 8</b>
<b>10</b>				
<b>11</b>				
<b>12</b>				
<b>16</b>	<b>Chapter 13</b>	<b>Age Discrimination Statistics on the U.S. Aging Population Issues That Arise under the ADEA The Bona Fide Occupational Qualification and Other Exceptions or Defenses under the ADEA Remedies Available under the ADEA The Older Workers Benefit Protection Act of 1990: An Amendment to the ADEA</b>	<b>Chapter 15 Due Chapter 13 Read Only</b>	
<b>17</b>				
<b>18</b>				
<b>19</b>				
<b>23</b>				
<b>24</b>				
<b>25</b>				
<b>26</b>				
<b>30</b>		<b>Read Chapter 14 Disability Discrimination</b>		
<b>Dec 1</b>				<b>A, C, D, 2</b>
<b>2</b>				
<b>3</b>		<b>Semester Ends</b>		

**Instructor reserves the right to make any changes needed to the syllabus and lesson plan.**

**COURSE COMPETENCIES:**

1. Employment Law, the Courts and Alternative Dispute Resolution (ADR)
2. Discrimination Law
3. Selecting Applicants Under the Law
4. OSHA and Safety
5. Affirmative Action
6. At-Will Doctrine and Right to Privacy
7. Fair Labor Standards Act (FLSA) and Family Medical Leave Act (FMLA), Worker Adjustment and Retraining Act (WARN), Older Worker Benefit Protection Act (OWBPA), Consolidated Omnibus Budget Reconciliation Act (Cobra), and Employee Retirement Income Security Act (ERISA)
8. Workers Compensation and Unemployment Compensation
9. National Labor Relations Act

**GENERAL EDUCATION CORE COMPETENCIES:**

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.
- D. The ability to utilize basic computer skills.