



CONTINUING EDUCATION

Course Outline

Federal and State Employment Laws

Legal compliance is a critical task for Human Resources. Learn the basics of the federal and state employment laws that HR Generalists most often deal with, including Title VII, ADA, ADEA, FLSA, FMLA, OSHA and more. You will also discuss the steps HR Generalists can take to keep themselves and their organizations out of trouble. Other topics include identifying and preventing sexual harassment and the difference between compliance and risk management approaches to employment laws.

Who Should Take This Course?

This course is designed for anyone who manages employees or serves in an HR role.

Course Objectives

- Explain the HR Generalist's role in legal compliance
- Gain an understanding of the broad coverage of American employment laws
- List the basic provisions of Title VII, ADA, ADEA, FLSA, FMLA, OSHA and more
- Recognize and prevent sexual harassment in the workplace
- Define enforcement agencies for these laws and how claims arise
- List steps that can protect yourself and your organization from employment law claims
- Explain the difference between compliance and risk management approaches to employment laws

Course Info

- Length: 6 hours
- Format: Classroom instruction, demonstration and exercises
- Prerequisite: None

Course Content

Explain the HR Generalist's role in legal compliance

- Risk management vs. compliance

Gain an understanding of the broad coverage of American employment laws

- Difference between federal and state laws
- Extent of labor laws and how they affect the employment relationship
- Most common labor laws used by HR Generalists

List the basic provisions of Title VII, ADA, ADEA, FLSA, FMLA, OSHA and more

- Vocabulary for the most common labor laws
- 14 categories of illegal discrimination
- Applying labor law provisions to common employment situations

Recognize and prevent sexual harassment in the workplace

- Definition of sexual harassment
- Steps to protect an organization from a sexual harassment complaint
- Extension to other kinds of unlawful harassment

Define enforcement agencies for these laws and how claims arise

- Role of agencies such as the EEOC, DOL, OSHA, etc.
- How and why claims arise

List steps that can protect yourself and your organization from employment law claims**Explain the difference between compliance and risk management approaches to employment laws****Assessment /Evaluation**

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the HR Generalist Certificate, you must attend* 80 percent of the entire certificate program (calculated by total number of sessions). If you complete a certificate program by taking courses individually, you can [request a Certificate of Completion online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.