



MAN 4402

Employment Laws

CRN 23923, Section 521, 3 Credit Hours

COURSE SYLLABUS

Semester: Spring 2023

Class Meeting Days: Wednesdays

Class Meeting Time: 5:00pm – 7:45pm

Class Meeting Location: Sarasota-Manatee Campus A217

Instructor: Bruce Gallagher

Office Location: Sarasota-Manatee

Office Hours: Upon Request

Email: bgallagher12@usf.edu

Phone: 814-598-5532

I. University Course Description

This course covers Federal and state laws and regulations such as wage and hour laws; EEO; affirmative action programs; employee benefits; insurance; workers' compensation, safety, health, employee's personal rights and collective bargaining.

II. Course Prerequisites

None required.

III. Course Format

Hybrid: Hybrid is 50-79% of the direct instruction of the course is delivered using some form of technology when the student and instructor are separated by time, space, or both. Faculty may require all students to attend certain classes in person.

IV. Student Learning Outcomes

Upon completion of this course students will be able to:

- Understand how employment/labor laws originated and their evolution.
- Recognize the existence of legal issues in the pre-employment process and how to avoid violating employment laws and regulations.
- Understand the role of government in ensuring organizations comply with nondiscriminatory employment practices under the Civil Rights Act.
- Understand and explain the impact different laws and regulations have on employees' compensation and benefits plans such as Department of Labor overtime requirements, Workers' Compensation.
- Explain the rights to unionization employees enjoy under the National Labor Relations Act and Florida Public Employees Relations Act.
- Understand the role of the judiciary in interpreting employment law issues.

- Understand the role third party neutrals play in mediating/arbitrating workplace employment disputes.

V. Course Objectives

To provide students with a working knowledge and understanding of how employment law originates, evolves and impacts the work place. We will discuss and analyze the role supervisors and managers play in ensuring that organizations protect the organizations from legal liability by understanding the rights of employees in the work place.

VI. Required Texts and/or Readings and Course Materials

- *Employment Law for Business*, by Bennett-Alexander. 10th edition. McGraw-Hill.
ISBN: 9781260734270

VII. Grading Scale

We have two exams, a midterm, which counts for 40% of your grade, and a Final Exam, which counts for 40% of your grade. These two added together add up to 80% of your grade.

Points for Participation (20%) will be discussed in class.

Grading Scale:

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

Business Program Learning Goals (Skill(s) and Perspective(s)) Addressed in This Course:

Written and Oral Communication	Information Technology Skills	Innovation and Critical Thinking	Ethics and Sustainability	Global and Multicultural Competence
3 (a)	1 (b)	5 (c)	5 (d)	2 (e)

(See below)

- (a) Each student will complete at least one written exercise and participate in active class discussions which will constitute the Participation part of your grade.
- (b) While not an active requirement of the class, this knowledge and skill is a part of all modern academic work for communication and learning enhancement.
- (c) A major purpose of this class, in addition to exposure to the subject matter, is to help the student develop critical thinking skills useful in life and the workplace. Continual innovation is fully necessary for success in any business environment.
- (d) Ethical action and decision making is a major component of economic and business sustainability. This class will focus on this feature of business management.
- (e) While some management skills are universal, the nature of business in today's world requires knowledge and competence that are local, regional, national and international.

VIII. Grade Categories and Weights

Graded Items	Percent of Final Grade
Participation Points	20%
Midterm	40%
Final Exam	40%

Exams

There will be two exams given. Each exam will consist of multiple-choice and true/false. The exams will cover the material discussed in class as well as the assigned readings. The exams will cover only the material covered prior to the exam.

Absence from Examinations

Exams must be taken at the scheduled time unless a valid excuse with supporting documentation is given. A doctor's note saying that you were physically unable to take an exam is required. Stating that you saw a doctor on a specific date is not sufficient. If a make-up exam is to be considered, the student must notify me prior to the exam. At my discretion, the student will be given a multiple-choice exam or an essay exam. If a student knows ahead of time that an exam or critical class meeting will be missed because of a religious reason, the student should notify me of the anticipated absence during the first two weeks of the semester.

Participation Points

Each student will complete at least one written exercise and participate in active class discussions which will constitute the Participation part of your grade. Participation will be discussed more in class. Because of the nature of the topics covered in this class, you will be doing several exercises, either individually as Homework or in-class exercises in group settings. You will be analyzing court decisions and will be applying relevant law principles found in the textbook. We will then hold class discussions on the particular topics. Groups' participation in the discussion cases being analyzed is strongly encouraged and expected. Individual (Homework) exercises must be typed, have your name and be turned in on the day they are due. No class exercise will be accepted late or by email. To receive credit for (Homework) exercises, your answers to the questions associated with the particular exercise must reflect an understanding of the questions. In fact, questions must be included in the exercises. In-class group exercises will be done in class as a group assignment. I reserve the right to assign exercises during any class, even if not indicated in the syllabus.

IX. Course Schedule.

Date	Topics to be Discussed in Class and other Important Information
Jan 11 Week 1	Class Orientation and Expectations Jan 13: <i>Spring add/drop ends; fee liability/tuition payment deadline. Last day to submit Spring residency reclassification applications.</i>
Jan 18 Week 2	Chapters 1, 2
Jan 25 Week 3	Chapters 2, 3
Feb 1 Week 4	Chapters 3, 4 Feb 6: <i>Spring graduation application deadline</i>
Feb 8 Week 5	Chapter 5
Feb 15 Week 6	Chapter 6, 7
Feb 22 Week 7	Chapter 8, Review for Test
Mar 1 Week 8	Midterm Exam Mar 7: <i>Midterm Exam grading closes</i>
Mar 8 Week 9	Chapter 9
Mar 15 Week 10	Spring Break
Mar 22 Week 11	Chapter 10 Mar 25: <i>Last day to withdraw with no refund and no academic penalty.</i>

Mar 29 Week 12	Chapter 11
April 5 Week 13	Chapters 12, 13
April 12 Week 14	Chapters 13, 14
April 19 Week 15	Chapter 15
April 26 Week 16	Chapter 16, Review for Final
May 3	Final Exam May 4: End of Spring term

* Note: The Schedule is subject to revision.

X. USF Core Syllabus Policies

USF has a set of central policies related to student recording class sessions, academic integrity and grievances, student accessibility services, academic disruption, religious observances, academic continuity, food insecurity, and sexual harassment that **apply to all courses at USF**. Be sure to review these online at: <https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx>

XI. Course Policies:

Grades of "Incomplete": An "I" grade may be awarded to a student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. The time limit for removing the "I" is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. For graduate students, this time limit may not exceed one academic semester. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU," whichever is appropriate.

Final Examinations Policy: All final exams are to be scheduled in accordance with the University's final examination policy.

XII. Course Policies: Technology and Media

Canvas: This course will be offered via USF's learning management system (LMS), Canvas. If you need help learning how to perform various tasks related to this course or other courses being

offered in Canvas, please view the following videos or consult the Canvas help guides. You may also contact USF's IT department at (813) 974-1222 or help@usf.edu.

Recordings: In this class, software may be used to record live class lectures and discussions. As a student in this class, your participation in live class discussions will be recorded. These recordings will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. Students who prefer to participate via audio only will be allowed to disable their video camera so only audio will be captured. Please discuss this option with your instructor.

XIII. Course Policies: Student Expectations

Title IX Policy:

Title IX provides federal protections for discrimination based on sex, which includes discrimination based on pregnancy, sexual harassment, and interpersonal violence. In an effort to provide support and equal access, **USF has designated all faculty (TA, Adjunct, etc.) as Responsible Employees, who are required to report any disclosures of sexual harassment, sexual violence, relationship violence or stalking.** The Title IX Office makes every effort, when safe to do so, to reach out and provide resources and accommodations, and to discuss possible options for resolution. Anyone wishing to make a Title IX report or seeking accommodations may do so online, in person, via phone, or email to the Title IX Office. For information about Title IX or for a full list of resources please visit: <https://www.usf.edu/title-ix/gethelp/resources.aspx>. *If you are unsure what to do, please contact Victim Advocacy – a confidential resource that can review all your options – at 813-974-5756 or va@admin.usf.edu.*

Professionalism Policy:

Per university policy and classroom etiquette; mobile phones, iPods, etc. **must be silenced** during all classroom and lab lectures. Those not heeding this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment. Please arrive on time for all class meetings. Students who habitually disturb the class by talking, arriving late, etc., and have been warned may suffer a reduction in their final class grade.

End of Semester Student Evaluations:

All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.

Netiquette Guidelines

1. Act professionally in the way you communicate. Treat your instructors and peers with respect, the same way you would do in a face-to-face environment. Respect other people's ideas and be constructive when explaining your views about points you may not agree with.
2. Be sensitive. Be respectful and sensitive when sharing your ideas and opinions. There will be people in your class with different linguistic backgrounds, political and religious beliefs or other general differences.
3. Proofread and check spelling. Doing this before sending an email or posting a thread on a discussion board will allow you to make sure your message is clear and thoughtful. Avoid the

use of all capital letters, it can be perceived as if you are shouting, and it is more difficult to read.

4. Keep your communications focused and stay on topic. Complete your ideas before changing the subject. By keeping the message on focus you allow the readers to easily get your idea or answers they are looking for.
5. Be clear with your message. Avoid using humor or sarcasm. Since people can't see your expressions or hear your tone of voice, meaning can be misinterpreted.

XIV. Learning Support and Campus Offices

Academic Accommodations

Students with disabilities are responsible for registering with Student Accessibility Services (SAS) in order to receive academic accommodations. For additional information about academic accommodations and resources, you can visit the SAS website.

[SAS website for the Tampa and Sarasota-Manatee campuses.](#)

[SAS website for the St. Pete campus.](#)

Academic Support Services

The USF Office of Student Success coordinates and promotes university-wide efforts to enhance undergraduate and graduate student success. For a comprehensive list of academic support services available to all USF students, please visit the [Office of Student Success website.](#)

Canvas Technical Support

Example: If you have technical difficulties in Canvas, you can find access to the Canvas guides and video resources in the "Canvas Help" page on the homepage of your Canvas course. You can also contact the help desk by calling 813-974-1222 in Tampa or emailing [help@usf.edu.](mailto:help@usf.edu)

[IT website for the Tampa campus.](#)

[IT website for the St. Pete campus.](#)

[IT website for the Sarasota-Manatee campus.](#)

Center for Victim Advocacy

The [Center for Victim Advocacy](#) empowers survivors of crime, violence, or abuse by promoting the restoration of decision making, by advocating for their rights, and by offering support and resources. Contact information is available online.

Counseling Center

The Counseling Center promotes the wellbeing of the campus community by providing culturally sensitive counseling, consultation, prevention, and training that enhances student academic and personal success. Contact information is available online.

[Counseling Center website for the Tampa campus.](#)

[Counseling Center website for the St. Pete campus.](#)

[Counseling Center website for the Sarasota-Manatee campus.](#)

Tutoring

The Tutoring Hub offers free tutoring in several subjects to USF undergraduates. Appointments are recommended, but not required. For more information, email

[asctampa@usf.edu.](mailto:asctampa@usf.edu)

[Tutoring website for the Tampa campus.](#)

[Tutoring website for the St. Pete campus.](#)

[Tutoring website for the Sarasota-Manatee campus.](#)

Writing Studio

The Writing Studio is a free resource for USF undergraduate and graduate students. At the Writing Studio, a trained writing consultant will work individually with you, at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, email: writingstudio@usf.edu.

[Writing studio website for the Tampa campus.](#)

[Writing studio website for the St. Pete campus.](#)

[Writing studio website for the Sarasota-Manatee campus.](#)

XV. 2023 Spring COVID-19 Protocols

For the most recent communication regarding COVID-19 protocols, please visit:

<https://www.usf.edu/coronavirus/>

Academic Integrity

Academic integrity is the foundation of the University of South Florida's commitment to the academic honesty and personal integrity of its university community. Academic integrity is grounded in certain fundamental values, which include honesty, respect, and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. The process for faculty reporting of academic misconduct, as well as the student's options for appeal, are outlined in detail in USF Regulation 3.027.

Academic Grievance Procedure

The purpose of these procedures is to provide all undergraduate and graduate students taking courses at the University of South Florida an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. An "academic grievance" is a claim that a specific academic decision or action that affects that student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students.

Disability Access

Students with disabilities are responsible for registering with Students Accessibility Services (SAS) (SVC 1133) in order to receive academic accommodations. SAS encourages students to notify instructors of accommodation needs at least five (5) business days prior to needing the accommodation. A letter from SAS must accompany this request. Please visit the Student Accessibility Services website for more information.

Disruption to Academic Progress

Disruptive students in the academic setting hinder the educational process. Disruption of the academic process (USF Regulation 3.025) is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor: (a) directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or (b) presents a danger to the health, safety, or well-being of self or other persons.

Food and Housing Insecurity

We recognize that student facing financial difficulty in securing a stable place to live and/or in affording sufficient groceries may be at risk of these financial issues affecting their performance in classes. Students with these needs are urged to contact Feed-A-Bull (feedabull@usf.edu or their website), or Student Outreach and Support (socat@usf.edu or their website).

Intellectual Freedom and Viewpoint Diversity Act (House Bill 233)

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal, educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member is prohibited. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the USF Student Conduct Code.

Religious Observances

All students have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs (USF Policy 10-045). The University of South Florida, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising USF's constituency. Students are expected to attend classes and take examinations as determined by the university. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief. However, students should review the course requirements and meeting days and times to avoid foreseeable conflicts, as excessive absences in a given term may prevent a student from completing the academic requirements of a specific course. Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent for a class or announced examination, in accordance with this Policy.

Sexual Misconduct / Sexual Harassment

USF is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (USF Policy 0-004). The USF Center for Victim Advocacy is a confidential resource where you can talk about incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to the Title IX Office unless you request that they make a report. Contact the USF Center for Victim Advocacy: 813-974-5757. Please be aware that in compliance with Title IX and under the USF Policy, educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. If you disclose any of these situations personally to an educator, he or she is required to report it to the Title IX Office. For more information about Title IX, a full list of resources, or to report incidents of sexual harassment, sexual violence, relationship violence or stalking visit: usf.edu/title-ix

Statement of Academic Continuity

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include, but are not limited to: Canvas, Teams, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor the Canvas for each class for course-specific communication, and the USF, College, and Department websites, emails, and ALERTUSF messages for important general information (USF Policy 6-010).

XVI. Important Dates to Remember

For important USF dates, see the [Academic Calendar](http://www.usf.edu/registrar/calendars/) at <http://www.usf.edu/registrar/calendars/>