

## **Dakota College at Bottineau Course Syllabus**

**Course Prefix/Number/Title:** HRM 210 Employee and Labor Relations

**Number of credits:** 3 Credits

**Course Description:** The employee and labor relations function of human resources is commonly associated with matters such as investigations, counseling and disciplinary actions. This course covers basic information about the history and current roles of labor unions and labor laws, workers compensation laws, and the rights of employees.

**Pre/Co-Requisites:** None

**Course Objectives:** Upon successful completion of this course, you will be able to:

1. Describe the legal and regulatory environment.
2. Identify applicable laws affecting employment in union and nonunion environments, such as laws regarding antidiscrimination polices, sexual harassment, labor relations, and privacy ( WARN Act, NLRA, Title VII)
3. Review and identify the historical background of unionism, the role of the National Labor Relations Board, the different approaches to unionism, labor union's current role, and the collective bargaining process.
4. Describe employee and employer rights and responsibilities (claims (workers compensation), employment-at-will, privacy, defamations, and substance abuse).
5. Identify HR policies and procedures (ADA, EEO, progress, discipline).
6. Relate the importance of interpersonal communication, trust, and conflict management skills in employee relations.
7. Identify the elements of a typical complaints and grievance procedures (methods of investigating).
8. Examine workforce reduction and restructuring terminology (downsizing, mergers, outplacement practices)
9. Identify impact of technology on human resources (social media, monitoring software, biometrics).

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**Office:** Virtual

**Office Hours:** Available each week by appointment

**Textbook(s):** Employee and Labor Law: Patrick Cihon and James Ottavio Castagnera, 9 ed.

eBook: ISBN-10: 1337334677 ISBN-13: 9781337334679

Hardcover: ISBN-10: 130558001X ISBN-13: 9781305580015

**General Education Goals/Objectives:** Not Applicable

**Course Requirements:**

Students will complete a variety of assignments and discussions covering a broad number of topics in employee training and development.

Four tests will be given through the sixteen week course, including a midterm and final exam.

**Point Breakdown:**

Assignments:	360 points
Discussions:	240 points
Tests:	300 points
<u>Final Project:</u>	<u>100 points</u>
Total Points:	1000 points

Grading Scale: The final grade is based on the percent of total points a student earns.

90-100% = A      80-89% = B      70-79% = C      60-69% = D      Below 60% = F

**Tentative Course Outline:**

Week One:	Overview of employment and labor law, employment contracts, wrongful discharge
Week Two:	Employee privacy rights
Week Three:	International employment law, American immigration policy
Week Four:	Title VII of Civil Rights Act, race discrimination ( <b>EXAM 1</b> )
Week Five:	Gender and family issues, Title VII and other legislation
Week Six:	Discrimination: religion, national origin, age, disability
Week Seven:	EEO, legislation, federal and state laws
Week Eight:	Rise of organized labor, regulatory framework ( <b>EXAM 2</b> )
Week Nine:	Unionization process
Week Ten:	Unfair labor practices by employers and unions
Week Eleven:	Collective bargaining and process, impasse, role of federal mediation and conciliation service
Week Twelve:	Dispute resolution and negotiations, picketing and strikes ( <b>EXAM 3</b> )
Week Thirteen:	Collective agreement, enforcement and administration

Week Fourteen: Rights of union members

Week Fifteen: OSHA

Week Sixteen: Employee safety nets, FLSA (**Final Project Due**)

Final Week: Final Exam (**Comprehensive Exam**)

**Lecture/Lab Schedule:** Non-Applicable

**Relationship to Campus Theme:** Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses offered by its instructors. This course will emphasize communication and technology to enhance “human” nature in the work environment.

**Classroom Policies:** Late work will incur a 10% point deductions equal for each day an assignment is late. Any assignment submitted three days after it is due will result in a zero. This is the policy for all assignments. Students are expected to participation and complete activities for each weekly module. If students are aware of a conflict ahead of time, they are welcome to submit assignments early or notify the instructor before the assignment due date.

**Academic Integrity:** The academic community is operated on the basis of honesty, integrity, and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This code will serve as the guideline for cases where cheating, plagiarism, or other academic improprieties have occurred.

The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.

My policy is that instances of academic dishonesty will result in 0% for the first offense of a compromised assignment or test in question. A second infraction will result in an overall failing grade.

**Plagiarism:** To plagiarize is to “steal and pass off the ideas or words of another and one’s own” (Webster’s Dictionary). Plagiarism will not be tolerated in this course. When completing a research paper, it is necessary to cite all information gathered from other sources – including direct quotations and paraphrases – within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for research papers. If you have any questions – please contact myself or go to the learning center for more information. Students found plagiarizing material will receive an “o” for the assignment.

**Disabilities and Special Needs:** Students who have any condition, such as a physical or learning disability, for which they need extra assistance or accommodations should contact Disabilities Services at 701-228-5672.

**Title IX Disclosure:** Dakota College at Bottineau faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you have experienced any form of gender or sex-based discrimination or harassment, including non-consensual sexual intercourse, sexual harassment, relationship violence, or stalking, know that help and support are available. DAKOTA

COLLEGE AT BOTTINEAU has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The University strongly encourages all students to report any such incidents to the University. Please be aware that all DAKOTA COLLEGE AT BOTTINEAU employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the University. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the University's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources on the Title IX website. For more information about your options, please visit <https://www.minotstateu.edu/title9/>.

**Student E-mail Policy:** The Dakota College at Bottineau campus community is increasingly dependent upon electronic communication among faculty, staff and students. Because of its convenience, cost-effectiveness and speed, e-mail has replaced much of the paper correspondence of the past. Because of this acceptance of and reliance upon electronic communication, e-mail is considered an official form of communication at Dakota College at Bottineau. A student's campus-assigned e-mail address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via email because of a failure to access a campus-assigned e-mail address rests with the student.