

**LINCOLN UNIVERSITY**  
**BA337 – PERSONNEL LAW**  
**COURSE SYLLABUS**  
**Department of Business and Economics**  
**Fall, 2012**

**Lecture Schedule:** Wednesday, 9:00 AM – 11:45 AM  
**Credit:** 3 units (45 lecture hours)  
**Instructor:** Prof. Ken Germann, MBA, JD  
**Office Hours:** Wednesday, 8:30 AM – 9:00 AM and TBA  
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**Home Phone:** (510) 531-3082  
**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. (3 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 must complete and submit a plan for personnel policy and procedures. Final project will be presented orally on the last day of class.

**REQUIREMENTS**

Continuous assessment is emphasized. Written assignments will be given every week. Reading, writing and “business case study” assignments are 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.



- 14 (a) Review  
(b) Final Exam  
15 (a) Written Course Project Due  
(b) Oral Presentation of Course Project

Ch. 9-15

### **TOPICAL COURSE OUTLINE**

Part 1: The Regulation of the Employment Relationship

Ch 1 The Regulation of Employment

Ch 2 Title VII of the Civil Rights Act

Ch 3 Legal Construction of the Employment Environment

Part 2: The Regulation of Discrimination in Employment

Ch 4 Affirmative Action

Ch 5 Race and Color Discrimination

Ch 6 National Origin Discrimination

Ch 7 Gender Discrimination

Ch 8 Sexual Harassment

Ch 9 Affinity Orientation Discrimination

Ch 10 Religious Discrimination

Ch 11 Age Discrimination

Ch 12 Disability Discrimination

Part 3: The Regulation of the Employment Environment

Ch 13 The Employee's Right to Privacy

Ch 14 Labor Law

Ch 15 Selected Employment Benefits

### **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 expeditor, 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: 7/25/2012