

**LINCOLN UNIVERSITY**  
**BA 437 – Personnel Law**  
**Course Syllabus**  
**Spring 2014**

**Lecture Schedule:** Tuesday, 9:00 AM – 11:45 AM  
**Credit:** 4 units (45 hours of lecture + 45 hours of self-study research project)  
**Instructor:** Prof. Ken Germann, MBA, JD  
**Office Hours:** Tuesday, 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. A one-unit written research project and its oral presentation are required for the course. (4 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 in the class must complete and submit a plan for personnel policy and procedures. Final project will be presented orally on the last day of class.

**DOCTORAL STUDIES PROJECT**

Every student in the doctoral program will be expected to develop a three tier grievance process. The written project and the oral presentation will both be presented in the last scheduled class.



6	Sexual Harassment	Ch. 8
7	(a) Review	Ch. 1-8
	(b) Midterm Exam	
8	Affinity Orientation Discrimination	Ch. 9
9	Religious Discrimination	Ch. 10
10	Age Discrimination	Ch. 11
11	Disability Discrimination	Ch. 12
12	(a) Employee Rights	Ch. 13
	(b) Labor Law	Ch. 14
13	Benefits and Protections	Ch. 15
14	(a) Review	
	(b) Final Exam	Ch. 9-15
15	(a) Written Course Project Due	
	(b) Oral Presentation of Course Project	
	(c) Written Doctoral Project Due	
	(d) Oral Presentation of Doctoral Project Due	

## 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 expediter, 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: January 21, 2014