“Employment law is a very dynamic area of the law . . . .”
Judge R. Bryan Harwell
Dewitt v. Darlington County (D.S.C. 2013)

“As society matures and employment law evolves, legislatures have lavished more attention on the policies and practices used by employers . . . .”
Judge Bruce M. Selya
Matamoros v. Starbucks Corp. (1st Cir. 2012)

I. COURSE INFORMATION

Where Seigle Hall / L004
When Wednesdays, 6:30 p.m. – 9:00 p.m.
The first class is on January 17, 2018.

Credits Three

II. INSTRUCTOR

Name Andrew L. Metcalf (LinkedIn | bio)
Phone 636-399-6390
Email Andrew.Metcalf@ogletree.com

III. COURSE DESCRIPTION

This class covers legal aspects as they apply in the workplace. It provides an overview of how laws regulate the decisions that HR professionals, managers, and other business leaders make on a day-to-day basis. This course will increase your knowledge in employee contracts, discrimination, harassment, accommodations for disability and religion, wage and hour, employee leaves of absence, union law, non-compete agreements and trade secrets, and state/local laws that regulate the workplace.
IV. Core Objectives

1. To provide a “hands on” overview of the legal aspects of human resources management. Classes will focus on actual legal issues HR managers face, and practical strategies for addressing those issues.

2. To help students learn about federal and state administrative agencies that impact human resources, including the United States Department of Labor, the Equal Employment Opportunity Commission, the National Labor Relations Board, and others.

3. To give students the knowledge to recognize legal issues in the workplace.

4. To better prepare students for careers in business as human resources professionals.

V. Office Hours

I will be happy to talk to you about the class at any mutually convenient time and place, including weekends and on campus. Meetings can occur over the phone or in person. Please do not hesitate to email me to set up a time to meet by appointment in person or over the phone. (Please set up meetings by phone or email, not text message.)

VI. Required Materials

*Employment Law for Human Resource Practice*, David J. Walsh, 5th Edition (2014). Older editions are acceptable, but use them at your own risk. You may choose to rent the text or use an electronic version.

From time to time, I will provide other articles as required reading.

VII. Course Requirements

1. **Read the assigned reading.** Material in the assigned readings will be used as the basis for class discussion.

2. **Complete weekly assignments before class.**

3. **Attend and participate in class.** Classes will necessarily include some lecture, but discussion questions will be a critical component.

4. **Complete a mid-term exam.**

5. **Take a final exam.** The mid-term and final exams will consist of written questions. Questions will be drawn primarily from lecture material and class discussion questions.
VIII. Grading Guidelines

Your grade will be based on:

1. Class attendance and participation (10%).
2. Take-home assignments (35%).
3. Mid-term assignment (25%).
4. Final exam (30%).

The grading scale is:

- 97 – 100 = A+
- 93 – 96 = A
- 90 – 92 = A-
- 87 – 89 = B+
- 83 – 86 = B
- 80 – 82 = B-
- 77 – 79 = C+
- 73 – 76 = C
- 70 – 72 = C-
- 60 – 69 = D
- > 60 = F

My goal is to provide you with an opportunity to do well in the course and to allow you to learn the material. Take-home assignments are due no later than midnight the night before class. For every day that an assignment is late after the due date, 10% will be deducted from the assignment score. No take-home assignment will be accepted more than one week late.

IX. Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Material to be covered in class</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
<td>Ch. 1 – 2</td>
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<tr>
<td></td>
<td>How is the workplace regulated?</td>
<td></td>
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<td></td>
<td>At-will employment</td>
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<tr>
<td>2</td>
<td>Discrimination (Title VII, ADA, ADEA, etc.)</td>
<td>Ch. 3</td>
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<tr>
<td>3</td>
<td>Harassment</td>
<td>Ch. 9</td>
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<td>4</td>
<td>Documentation and investigations</td>
<td>Ch. 16</td>
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<td>5</td>
<td>Leave law (FMLA)</td>
<td>Ch. 11</td>
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<tr>
<td>6</td>
<td>Accommodations for disability and religion</td>
<td>Ch. 10</td>
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<tr>
<td>7</td>
<td>Wage and hour, part 1 (FLSA)</td>
<td>Ch. 12</td>
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</tbody>
</table>
Students are expected to abide by the policies set forth by Washington University. Contact me if you have any questions or concerns about academic integrity. Of specific note from the University policies: Effective learning, teaching and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work that is submitted for academic credit or conducted in the wider arena of scholarly research. Such an atmosphere of mutual trust fosters the free exchange of ideas and enables all members of the community to achieve their highest potential. In all academic work, the ideas and contributions of others must be appropriately acknowledged, and work that is presented as original must be, in fact, original. Faculty, students, and administrative staff all share the responsibility of ensuring the honesty and fairness of the intellectual environment at Washington University. For the full policies, see http://wustl.edu/policies/undergraduate-academic-integrity.html.

XI. Accommodations

I am committed to ensuring this class is accessible. If you have a disability or religious belief and need a reasonable accommodation in order to meet the requirements of the class, please do not hesitate to let me know. Generally, accommodations are provided on a case-by-case basis if they are reasonable, do not create undue hardship, enable the student to meet the essential requirements of the course, and do not excuse the student from performing the essential requirements of the course.

If you require accommodations for taking exams or for lectures, you may contact Cornerstone: the Center for Advanced Learning. Cornerstone is located in Gregg Hall, 314-935-5970, http://cornerstone.wustl.edu/DisabilityResources.aspx. Cornerstone is
the official University resource for approving and arranging accommodations for students, and uses procedures for maintaining appropriate confidentiality of information.

**DISCLAIMER**

This syllabus is not a contract or definite promise upon which you should rely. It is provided for informational purposes only. Any of its provisions (including grading guidelines, course schedule, etc.) are subject to change at the discretion of the instructor. A new or amended syllabus will not necessary be issued when such changes occur. Students are responsible for keeping up to date about such changes by attending class.