WAYNE STATE
UNIVERSITY
HUMAN RESOURCES

COURSE OVERVIEW

COURSE NAME
Labor Law and Employee Relations Foundations

FACILITATOR
Discussed guided by Kimberly Saks-McManaway, Office of Equal Opportunity (OEO) with meeting facilitator, Dawn Aziz, Organization & Employee Development

COURSE LENGTH: 3 HOURS

COURSE DESCRIPTION
This course will provide **HR Directors, Senior Consultants, Consultants, Talent Management Coordinators and HR Coordinators** with an overview of employment and labor law and WSU's Nondiscrimination and Affirmative Action policy.

With the guidance of a WSU Office of Equal Opportunity (OEO) representative, this interactive session will feature scenarios in which participants will explore when issues of equal opportunity is in play and how best to address them.

LEARNING OBJECTIVES
As a result of this module, participants will be able to:

- Discern between the three layers of protection for WSU employees – federal law, state law and WSU policy – and the protected classes within them
- Define discrimination and retaliation and identify potential red flags
- Understand the interconnections of accommodations and FMLA
- Apply an appreciation of law and WSU policy and procedure to scenarios featuring discrimination, retaliation, harassment and accommodation
- Reference WSU policy and procedure when questions arise and know when to contact the Office of Equal Opportunity (OEO)

PREREQUISITES
Prior to this module, it is recommended participants:

- Read the excerpt from PHR/SPHR: Professional in Human Resources Certification Study Guide, Fourth Edition on federal employment legislation (Chapter 4, pages 3-10)

- Complete the approximate 30 minute eModule entitled <u>Discrimination Defined</u> from Accelerate eCourse, Affirmative Action and the EEO (HRCI/PHR aligned)

- Reference the <u>Office of Equal Opportunity's website</u> for policies, resources, laws & definitions

- Complete the eLearning module: **A Culture of Respect: Harassment Prevention on Campus**. This approximately 30 minute course is required for any new WSU employee and any existing employees who have not yet completed it.

  To access **A Culture of Respect: Harassment Prevention on Campus**:

  1. Logon to Pipeline at <u>www.pipeline.wayne.edu</u>
  2. Click on the **Employee** tab
  3. Click on the Accelerate icon (right side of the screen)
  4. Click on **Catalog** in the green menu on the left
  5. Click on the **Culture of Respect Curricula** folder, Hover Over the Course & Click **Launch**