



## **LawShelf Educational Media**

### **Employment and Employment Benefits (EMP-101)**

#### **Course Description**

This course provides a survey of the employment process and focuses on the most common issues that employers and potential employees face in the process. It covers the hiring process, training, screening, compensation and benefits, as well as the topics of time off and vacations. It also focuses on transitioning between jobs, including notice, termination, compensation, benefits, references, resignation and contractual liability. Finally, it looks at the responsibilities of an employee who leaves a job and post-employment compensation and benefits.

#### **Course Learning Outcomes**

At the completion of this course, students will be able to:

- Describe what information employers are permitted and not permitted to request from applicants;
- Identify when short-term absences from work, aside from injury or illness, are protected under federal law;
- Delineate the special wage and hour requirements mandated for workers under age 18;
- Apply rules that govern employee screening, training, hiring and firing; d
- Describe the “constructive discharge rule”;
- Analyze the responsibilities of an employee who leaves a job;
- Determine what post-employment compensation and/or benefits discharged employees may be entitled to.

#### **Final Exam**

Grades and credit recommendations are based solely on a final exam. When students are ready to take the final exam, they should register for a LawShelf account (or simply log in, for those with existing accounts). Go to the video-course page and click “Take the Final Exam” and pay the exam fee, where applicable. Students will be given instructions on how to take the exam. All exams are proctored by the Voice Proctor® proctoring system. An overview of the system is [provided here](#) and it requires no training or learning curve. Grades of 70% or above are considered

passing grades and qualify for recommended transfer credit.

The final exam is based on the video course modules. Additional resources detailed in this syllabus are helpful for background and for building greater understanding of the course materials. Inquiries can be made through the LawShelf Contact form on our website by clicking the “email us” button that appears at the bottom of most LawShelf pages. Transcripts can be ordered via Parchment, as detailed on our website.

## **Case Studies**

Many LawShelf video courses include case studies. These do not necessarily teach new material but are meant to demonstrate how the materials covered in the course are applied by various courts. Concepts covered in the case studies are covered on the final exam, so make sure to watch the case studies before taking the exam. However, it is unnecessary to memorize the facts and details of the cases covered in these case studies.

## **Self-Quizzes**

Video-course modules and case studies feature self-quizzes that consist of practice questions on the materials covered in the videos. These questions are presented for the benefit of the student and are **important to review before taking the final exam** because they are similar in style and substance to the questions on the final exam. These quizzes are not graded or monitored and there is no record of how students answer these questions. Students may answer these questions as many times as they like and are encouraged to keep re-taking the quizzes until they have mastered all the questions.

# Study Guide

## Introductory Videos

These videos provide background to help students better understand the main parts of the course, which are the video-course modules below.

**Employment Law: Employee vs. Independent Contractor**

<https://lawshelf.com/shortvideoscontentview/employment-law-employee-vs-independent-contractor>

**Race and National Origin Discrimination in the American Workplace**

<https://lawshelf.com/shortvideoscontentview/race-and-national-origin-discrimination-in-the-american-workplace>

**Employment Law: Religious Discrimination in the Workplace**

<https://lawshelf.com/shortvideoscontentview/employment-law-religious-discrimination-in-the-workplace>

**Affirmative Action in Employment Law and College Admissions**

<https://lawshelf.com/shortvideoscontentview/affirmative-action-in-employment-law-and-college-admissions>

**Employer Retaliation Against Employee**

<https://lawshelf.com/shortvideoscontentview/employer-retaliation-against-employee>

**Can you be fired for expressing your political views? James Damore's case against Google.**

<https://lawshelf.com/blogentryview/can-you-be-fired-for-expressing-your-political-views-james-damores-case-against-google>

## Video Course Modules

These videos constitute the main part of the course and are they sources of the questions on the final exam.

### **Employment and Employment Conditions**

<https://lawshelf.com/videocoursescontentview/employment-and-employment-benefits>

- **The Hiring Process**
- **Training & Pre-Employment Screening**
- **Compensation**
- **Employment Benefits**
- **Working Hours, Time Off and Leave**
- **Employers and the Workplace and Employee's Rights and Responsibilities when Leaving a Job**
- **Post-Employment Compensation**
- **Post-Employment Benefits**
- **Involuntary Termination**
- **Improper Termination**
- **Case Study: Arnow v. Aeroflot Russian Airlines**

## **Supplemental Suggested Reading**

These materials enable students to achieve a deeper understanding of the course materials and in applying the course to real-life situations.

*Employment Tests and Selection Procedures*, **U.S. Equal Employment Opportunity Commission**

<https://www.eeoc.gov/laws/guidance/employment-tests-and-selection-procedures>

*Labor Laws and Issues*, **USA.gov**

<https://www.usa.gov/labor-laws>

*Hire and Manage Employees*, **U.S. Small Business Administration**

<https://www.sba.gov/business-guide/manage-your-business/hire-manage-employees>

*Training Requirements in OSHA Standards*, **Occupational Safety and Health Administration (OSHA)**

<https://www.osha.gov/sites/default/files/publications/osha2254.pdf>

Dept. of Labor “Termination” Resources

<https://www.dol.gov/general/topic/termination>

Employer-Provided Leave and the Americans with Disabilities Act,  
**U.S. Equal Employment Opportunity Commission**

<https://www.eeoc.gov/laws/guidance/employer-provided-leave-and-americans-disabilities-act>

Employment Law Guide, **U.S. Department of Labor**

<https://webapps.dol.gov/elaws/elg/fmla.htm>