

# LAWS

## Laws Applicable to the Workplace for Supervisors ( & Managers )

Have you heard the adage, ignorance of the law is no excuse? It may be old, but certainly applicable when an employee brings a claim against an employer based on conduct of a manager or supervisor. Individuals are often promoted or hired into supervisory roles without adequate management training, even an overview of laws they are expected to follow. A basic understanding of laws governing workplace relationships can help supervisors avoid getting into situations that expose the organization to liability. The good news is that generally principles of good legal compliance - consistency, articulated expectations, feedback, documentation, fairness, respect - coincide with strong management and leadership practices.

### Training Topics

**Overview of Laws Prohibiting Discrimination** – What are protected characteristics under federal, state and local law? How are discrimination and harassment defined? Proven?

**Interviewing & Hiring** – What claims can arise out of the hiring process? What are the three essential stages of hiring? What questions are prohibited or inadvisable? What kind of records should be kept?

**Avoiding Discrimination in a Diverse Workforce** – When do we have to accommodate religious beliefs? How can we handle the older worker who is just slowing down? Can we require employees to speak English to each other? What about transgender issues?

**Sexual & Other Illegal Harassment** – What is appropriate workplace behavior? Can't we tell jokes at work? What are a supervisor's obligations? How can claims be avoided?



**Accommodating Disabilities** – What is a disability and what kinds of accommodations should be made? What can and can't be discussed with the employee? How does the interactive process work? What can we tell other employees?

**Leave & Time Off** – Is leave or a reduced schedule a reasonable accommodation for a disability? What does the Family Medical Leave Act require? How should we handle time off due to workplace injuries? How much time off is required for pregnancy? Is leave paid or unpaid?

**Retaliation** – What employee activities are protected? How is retaliation proven? Avoided?

**Wage & Hour** – What does it mean for employees to be exempt or nonexempt? When must overtime compensation be paid? What about docking pay or employees working "off the clock"?

**Privacy** – What must be kept private? Can email and internet usage be monitored? How can we use drug testing or workplace searches? Is out of work conduct ever relevant?

**Complaint Investigation** – What is a supervisor's role in implementing a credible complaint reporting procedure?

**Managing Performance** – Why are accurate, timely performance reviews so critical? What role does progressive discipline play? What do day to day activities communicate about company expectations and employee performance?

**Discipline & Discharge** – How should disciplinary actions be communicated? How important is consistency? What can we do to reduce the risks of a claim for wrongful discharge?

*Contact me with questions about **LAWS**, to obtain a quote for in-house training sessions, or learn about upcoming seminars.*

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