

AAIM Course Description



Employment Law for Supervisors

Every day, managers, supervisors and team leads deal with human resource situations that, if not handled responsibly and legally, can result in consequences, penalties and law suits. To help avoid putting you and your organization at risk, and to keep morale from dropping, make sure you understand legally-sound human resource practices that are fair, safe and consistent.

This course distills the complicated issues of employment law down to essential information you need to know on a day-to-day basis. You will be guided through the do's and don'ts using a combination of learning activities that include a game to test your legal knowledge, group discussions, and a review of key laws and policies.

At the end of this course you will be able to:

- Apply interviewing tips that keep you out of legal trouble
- Treat employees fairly by following anti-discrimination and harassment laws
- Help protect employer and employee privacy and confidentiality issues
- Avoid getting caught up in the middle of compensation law issues like exempt vs. nonexempt status; OT; comp time; paid breaks; equal pay, etc.
- Know how to legally handle requests for paid and unpaid time off
- Follow fair discipline techniques and legal rules on firing
- Prevent and deal with workplace violence

Topics that will be covered:

- Hiring and Interviewing
- Workplace Harassment & Discrimination
- Privacy and Confidentiality
- Compensation and Hours
- Paid and Unpaid Time Off
- Discipline, Documentation and Termination
- Violence in the Workplace

Prerequisites: Managers, supervisors and team leads that want to update their knowledge of the laws that impact them and their companies and how it affects the way they manage employees.

Advanced Preparation: There is no advanced preparation for this course.

Competencies: Diversity Awareness, Integrity and Ethics, Leadership, Problem Solving, Professional Work Environment

Delivery Method: Group-Live | **Course Level:** Overview | **Duration:** Full-day

Continuing Education/Recertification Credits: CPE Credits, HRCI Recertification Credits and SHRM Professional Development Credits may be available for this course.