

10 Employment Laws to Know when Managing Others

A 2.5 Hour Virtual Session



Dr. Ellen Burts-Cooper facilitates sessions for leaders at all levels to be more effective at managing themselves and their teams. A critical part of leading others is ensuring that managers have an awareness of critical employment laws that impact them and their teams. Ellen is constantly looking for tools, techniques, and strategies to help equip managers to create productive, cohesion, and resilient teams. So, Ellen decided to team up with a legal expert to bring this additional knowledge for leaders to add to their toolkit.

Ellen Burts-Cooper, Ph.D.

Senior Managing Partner at Improve Consulting & Training Group, LLC



Christine Snyder assists public and private employers in navigating complex employment laws and regulations. Experienced in litigation and arbitration, she handles employment discrimination and sexual harassment claims, assists clients with investigations of employee complaints, and advises clients regarding employment matters including employee training, employee handbooks, and severance agreements.

Christine Snyder

Attorney at Tucker Ellis LLP

Ms. Snyder received a Bachelor of Arts degree from West Virginia University and a Master of Arts degree in educational leadership from the University of Illinois at Springfield. She **taught high school English and journalism** in the Maryland Public School System from 2001 to 2007. She earned her law degree from Case Western Reserve University School of Law.

Why?

I have had a number of managers take action or communicate something that indicates to me that they could use a refresher on these items. They will learn what they can and can't say or do when they are not able to get to their HR or legal business partners right away. It will also help them work more effectively with their business partners by understanding some of the basic employment guidelines.

What?

It is not meant to provide legal advice but to provide education and awareness for managers and supervisors on critical employment law issues, in an engaging interview style session.

Who?

For managers and supervisors who work in organizations where they may not have access to this information during orientation or manager training. *Please check with your HR and/or legal business partner first to make sure they don't already offer this internally.*

Fee?

If you have managers/supervisors who you would like to attend the virtual session, the fee is \$225 per participant.

When?

The first session will be in **December 2020**. If your managers are not able to make the December session, we will offer this same training quarterly in 2021.

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Laws covered:

- Title VII of the Civil Rights Act
- Americans with Disabilities Act
- Age Discrimination in Employment Act
- Family and Medical Leave Act
- Fair Labor Standards Act
- National Labor Relations Act

Topics covered:

1. Introduction to anti-discrimination, anti-harassment laws (the basis every manager should be aware of)
 - a) What are protected classes
 - b) What type of behavior gives rise to a claim
2. How to properly respond to a complaint of discrimination or harassment
3. Retaliation risks
4. When the law requires that employees not be treated the same (accommodation requirements)
5. Traps during the application and onboarding process (what you can and cannot say and ask)
6. FMLA basics/managing abuse
7. Crossover of FMLA and ADA
8. Wage and Hour Issues
 - a) Accurately capturing all time worked
 - b) Issues when employees work from home
9. Manager's responsibilities regarding discipline and performance issues
10. Social Media – a growing concern and how to handle