| **CLASS INFORMATION** | **MBA 633 A / MGMT 633 A - HR Mgmt & Development**  
**Legal Issues in the Workplace**  
**Winter 2016**  
**Weekend Format: 01/15 – 01/17 and 02/12 – 02/14**  
Fridays: 6:30 PM - 9:30 PM, Saturdays and Sundays: 9:00 AM - 4:00 PM  
**Classroom: Refer to MyBenU** |
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<td><strong>COURSE PREREQUISITES</strong></td>
<td>MBA or MGMT 530</td>
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| **INSTRUCTOR INFORMATION** | Ricky M. Holman, J.D.  
Assistant Professor and Chair, Graduate Business Administration  
GBA Office:  (630) 829-6210  
Office Phone: (630) 829-1936: Email: rholman@ben.edu  
Office Hours: Thursday 4:00 – 6:00 PM or by Appointment  
Office: Goodwin Hall 360 |
| **COURSE OBJECTIVES** | Participants will learn the current state of the law and practice that is required of Human Resource Departments in the State of Illinois. |
| **CLASS OVERVIEW & GRADING** | Participants will be studying practical and legal considerations, the hiring process and related issues, government contractors’ compliance with federal nondiscrimination, affirmative action, and drug free workplace requirements, employment agreements and employee handbooks, antidiscrimination and harassment policies and training, personnel records, posting of notices, wage and hour issues, child labor laws, discipline and termination issues, reduction in force, union considerations and compliance with NLRA, independent contractors and other non-employees.  
Grading: will be based on case study research, class participation, preparation, completion and presentation of assignments, and final project. |
| **REQUIRED TEXT** | Illinois Institute of Continuing Legal Education. **Conducting the Employment Practices Audit, 2015 Edition.** Text must be ordered directly from Institute of Continuing Legal Education (IICLE).  
Please submit your book order using the form below to IICLE and follow the instructions on the bottom of the order form. |
| **IMPORTANT REMINDERS** | Course syllabus and assignments will be distributed via your Benedictine University E-mail address at the beginning of the week prior to your first weekend of classes.  
You must have your text book at the first class. Please read the “Required Text” section to obtain your textbook. |
| **PRE-CLASS ASSIGNMENT for Session #1** | a) Read and be familiar with Chapters One and Two for review and discussion  
b) For the case study portion of this class, you will be required to familiarize yourself and utilize the library resources on the internet, or in-house/library computer, specifically LexisNexis Academic – Legal Searches – State Codes and Cases – Source, Illinois. |
| **BRIEF NOTES FROM INSTRUCTOR** | All Students MUST check their Benedictine University E-Mail address at the beginning of the week BEFORE the first weekend class to receive their first weekend class assignments. If you do not check your Benedictine E-mail address, please send me an E-mail at the above address so I can contact you with the first weekend assignments. |
October 2015

TO: Students Enrolled in the Benedictine University MBA Program

FROM: IICLE

This course requires the use of IICLE’s Conducting the Employment Practices Audit 2015 Edition Practice Handbook. Your instructor, Ricky M. Holman, has negotiated a group discount price of $85.86 for each handbook (this price includes Illinois sales tax). There is no additional charge for UPS shipping. [Please do not use a P.O. Box address.]

The handbooks may only be purchased directly from IICLE by completing the form below:

Name __________________________________________________________
Firm _____________________________________________________________
Address __________________________________________________________
City __________________ State __________ Zip __________
Phone (___)_______________________________
Email ____________________________________________________________


PAYMENT METHOD (all orders must be prepaid)

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Credit Card Number ___________________________ Expiration Date ________
Cardholder’s Name ____________________________
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Signature

Mail this form with check or credit card information to: IICLE, 3161 W White Oaks Dr. Ste. 300 Springfield, IL 62704, or fax it with credit card information to IICLE at. 217-546-6096.

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