

APPROVAL FORM

- 1) An approval form must accompany each proposal.
- 2) A proposed catalogue description of the course must accompany the proposal as a separate page.
- 3) Results of all consultations must be attached to the proposal.

Proposal Title Legal Aspects of the Personnel Function

Sponsor Professors Hoemer, Lynch, Aronfreed Dept. Administrative Studies

Check One { Course _____ Credit/level/Title Change _____ Other _____

Concentration _____ Specialization _____ Major Program _____ Certification _____

Graduate _____ Undergraduate No. of Credits 3

REVIEWS

Department Curr. Comm.

Reviewed 11/1/78 Date

Approved
 Not Approved 11/1/78 Date

Raymond J. Barrett
Chairperson Dept. Curr. Comm.

Division Curr. Comm.

Reviewed 11/6/78 Date

Approved
 Not Approved 11/6/78 Date

Raymond J. Barrett
Chairperson Div. Curr. Comm.

Dean of Division

Reviewed 11/6/78 Date

J. L. ...
Signature

SENATE CURRICULUM COMMITTEE

SCC # 11-11 Proposal Received 11/1/78 Open Hearing Held 11/1/78

Returned to the department for the following reason(s):

Approved by the Curriculum Committee: Date 12/7/78

Presented at Executive Committee of the Faculty Senate for Information: Date 1/9/79

Notification prepared: Date 1/9/79

Richard E. ...

Academic Dean

I have reviewed the final documents as approved and concur with same. Budget, faculty, library allocations and Academic Support Services are adequate for immediate implementation.

I have reviewed the final documents as approved and concur with same. Budget, faculty, library allocations and Academic Support Services for the current academic year are inadequate for immediate implementation or implementation in the next fiscal year. The earliest that the proposal might be implemented would be

HEGIS TAXONOMY NUMBER: _____

Signature: Academic Dean

Date _____

Copies forwarded: Chairperson, Curriculum Committee, Department Chairperson,
Registrar

REGISTRAR

Approved course description received

Signature: Registrar

DATE _____

Vice-President for Academic Affairs

Official copy and approval sheet filed

Signature: Vice President for Academic Affairs

DATE _____

COURSE PROPOSAL

I. Title: Legal Aspects of the Personnel Function

- A. Sponsor: Administrative Studies Department (Professors Hoerner, Lynch, Aronfreed)
- B. Administrative responsibility: Professor Hoerner

II. Essence:

- A. Level: Upper level undergraduate
- B. Credit hours: 3
- C. Prerequisites: Management of Personnel or permission of the instructor
Note: Students especially interested in occupational health and safety aspects of personnel management should, before this course, take one of the following:
- 0837.486 Problems and Issues in Health
 - 0837.281 Physiological Foundations of Health
 - 0835.334 Advanced Emergency Care

- D. Place in the curriculum: Legal Aspects of the Personnel Function, a three credit course, is part of a sequence of five (5) three credit courses in Personnel Management and Labor Relations. Together, the five courses are intended to provide the student with a solid foundation in the fundamentals of the specialization. The 15 hour sequence is then followed by six (6) hours of electives leading to the completion of a 21-hour specialization. The specialization is described below:

- 0506.302 Management of Personnel (3) Required.
- 2204.345 Labor Economics (3) Required. (Economics Department) or Labor History (3) Required (History Dept.)
- 0516.401 Labor Relations and Collective Bargaining (3) Required.
Prerequisite: Labor Economics, or Labor History, Management of Personnel
- Management of Compensation (3) Required. (New Course)
Prerequisite: Management of Personnel
- Legal Aspects of the Personnel Function (3) Required
Prerequisite: Management of Personnel

and any two (2) or six (6) hours of the following:

Public Personnel Administration, Manpower Economics, Organization and Systems Management, Industrial Psychology, Industrial Management I and II, Supervised Internship, Business Ethics, Labor History, Labor Economics

It is also anticipated that the proposed course may serve as an elective for Administrative Studies students specializing in Economics, Industrial Management and Public Administration.

Course Proposal: Legal Aspects of the Personnel Function, P. 2

Students in other departments of the College would have the opportunity to study aspects of government regulation of employment as an elective.

E. Time: Fall, 1979

F. Scale of Implementation: One section, @ 30 students, per semester
(Same number of sections as at present)

III. Details.

A. Full time faculty on the staff would teach the course including Professors Hoerner and Lynch; adjunct faculty Lee and Asselta are also available to teach the proposed course.

B. Legal Aspects of the Personnel Function would open up a new area of study which, at present, is only touched on in other courses such as Labor Economics Business Law, and Administrative Law; furthermore, the course would go beyond descriptive material to offer work in practical applications and implementation of the law. It would also explore the social background of government regulation and specific activities of businesses in the area.

C. Student outcomes: objectives

At the end of the course the student will be able to:

explain what equal employment opportunity is and why it is important; know how to run Equal Employment Opportunity (EEO) programs and be able to describe how to meet the legal requirements for EEO; demonstrate why enterprises and the government have safety and health programs; show how enterprises have tried to create safe and healthy workplaces; evaluate union pressures in this area; discuss government requirements and programs with a view to evaluating their application; demonstrate a knowledge of the language of pensions; describe how pension plans are operated and regulated and evaluate them; describe what is required of firms in order to be in compliance with Employee Retirement Income Security Act (ERISA).

D. Evaluation/grading: In the development of the course material, lectures, discussions, readings, slides, films, and guest speakers will be used. Periodic tests on the material presented will be given; reports on topics chosen by the students will be required and exercises in practical application will be provided.

IV. Topical Outline:

A. Equal Employment Opportunity and Affirmative Action Programs

Topics: EEO Laws, regulations and guidelines; Title VII and Executive Order 11246; operations of Equal Employment Opportunity Commission (EEOC), Office of Federal Contract Compliance (OFCC and the Department of HEW; acceptable requirements of affirmative action plans; methods of analyzing the work force

Course Proposal: Legal Aspects of the Personnel Function, P. 3

and identifying deficiencies; recruiting minorities and women; setting goals and timetables; distinguishing quotas and goals; establishing internal and community relations; relationships with civil rights and women's groups' litigation and key court cases.

- B. The Occupational Safety and Health Act and Its Administration
Topics: Nature of safety and health programs (management and union); a survey of organizational responses to safety and health (prevention, inspection, training, reporting, accident research); governmental regulations (OSHA safety standards, inspections, records, reporting, penalties, appeals, etc.); consequences of OSHA; evaluation of OSHA; relationship to Workers' Compensation and Disability.
- C. Pensions and Pension Legislation (Employee Retirement Income Security Act)
Topics: Background (private pensions); U.S. government regulation via ERISA (eligibility, portability, funding, fiduciary requirements); evaluation and importance of retirement programs and the regulatory legislation.

V. Rationale:

"Legal Aspects of the Personnel Function" is a part of a proposal to improve the Personnel Management and Labor Relations specialization in Administrative studies. This course is being created in order to respond to changes in society and in the discipline and to fulfill student interests and occupational needs. Federal and state legislation in recent years had impinged increasingly on the personnel function. All management has been affected by legislation in the three areas to be covered in the course -- equal employment opportunity, safety and health, and pension reform. Knowledge of these three subject areas is fast becoming a sine qua non of initial employment in the personnel field. There is definitely a need for more study of these areas than is possible in the typical introductory course in personnel management; despite this, a survey of colleges in the area shows that none at present offer an in-depth study of subjects to be covered in the course below the graduate level; thus Glassboro can make a unique contribution in this field to those from the area whose work requires a knowledge of the ways in which the government has affected personnel and employment as well as to the students who are preparing for work in personnel or related fields.

VI. Consultation:

Dr. O'Day of Health and Physical Education Department concurs; copy attached.



State of New Jersey
GLASSBORO STATE COLLEGE
GLASSBORO, NEW JERSEY 08028

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

Dear Ray,

The changes that you are suggesting in the content of the course proposed for "Legal Aspects of Personnel Function" are acceptable to me. These changes include deletion of the topics "causes of work accidents and work related illnesses" and "safety training".

The addition of suggesting to interested students to take one of the 3 health courses is also acceptable.

Thank you for cooperation in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Shirley".

Shirley O'Day

c.c. Dick Gardiner

Proposed catalogue description:

Legal Aspects of the Personnel Function

This course introduces the student to three areas of personnel and employment which are extensively regulated by federal and state legislation. Legislation studied includes the Occupational Safety and Health Act (OSHA), the Equal Employment Opportunity Act (EEO), and the Employee Retirement Income Security Act (ERISA). Practical applications to the personnel function are emphasized.