

**American Management Association's  
Employment Law:  
Avoiding the Legal Pitfalls of EEO, FMLA, and ADA**

***Learning Objectives***

- Consult with HR and Legal Professionals Before Making Employment Decisions
- Make Effective Management Decisions That Take into Consideration Major Employment Law Issues
- Explain the Employment-at-Will Relationship
- Explain How to Develop and Administer Employee Policies and Procedures That Consider the General Decision-Making Principles from Federal Laws and Major Court Cases
- Create a Respectful Workplace Environment That Is Reasonably Free of Unlawful Discrimination, Harassment, and Sexual Harassment

***Understanding the Basics of Workplace Law***

- Explain the General Impact of Employment Laws on the Workplace
- Identify Key Laws That Impact Employers and Employees
- List Basic Legal Requirements and Obligations for Employers

***Employment at Will***

- Explain the Concept of Employment at Will
- Discuss Exceptions to the at-Will Doctrine
- Make Effective Corrective Action Decisions

***Equal Employment, Discrimination, and Harassment***

- Make Job-Related Hiring and Employment Decisions
- Create a Workplace Environment That Is Free of Discrimination and Harassment
- Help Other Workplace Leaders to Prevent Discrimination and Harassment Claims

***Sexual Harassment***

- Discuss the Two Types of Sexual Harassment Often Found in the Workplace
- Create a Workplace Where People Are Able to Work Together as Professionals Without Unnecessary Sexual or Gender Tension
- Identify Potential Issues at an Earlier Stage and Take Steps to Stop Actions That Might Lead to Formal Sexual Harassment Complaints

### ***Americans with Disabilities Act (ADA), as Amended***

- Discuss the Requirements Placed on Management to Give Equal Employment Opportunities to Qualified Individuals with Disabilities
- Plan Preemployment Inquiries That Are Permitted by ADA
- Manage ADA Issues as a Workplace Leader
- Seek Help from Qualified Professionals When Dealing with a Disability Accommodation Issue

### ***Family and Medical Leave Act of 1993 (FMLA), as Amended***

- Explain Employer Responsibilities and Employee Rights Under the Family and Medical Leave Act of 1993, as Amended
- Make Decisions About Employee Leave Requests for Personal and Family Illnesses
- Coordinate Leave Requests Between Line Managers and Human Resources

### ***Retaliation***

- Prevent Retaliation Claims
- Help Others to Respect the Rights of Individuals to Bring Complaints Forward
- Recognize and Address Behaviors That May Be Seen as Retaliation

### ***Managing Within the Law***

- Evaluate the Current Practices of Your Employer to Comply with the Law
- Work with HR Professionals and Legal Advisors to Review Actual Employment Situations
- Make Management Decisions That Are Consistent with Basic Legal Concepts