

The Evergreen State College
Masters Program in Public Administration
Human Resources Policies and Practices
Winter 2012 Draft Syllabus 11/14/11

Human Resources Policies and Practices

CRN (GR): 20292

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MEETS: 2 Weekends: Jan 27-29, March 16-18, 5-9p Fri, 9a-5p Sat/Sun

LOCATION: TBD

Description

Managing human resources for any employer can be challenging. Questions about employee/employer relationships require decision making that can have devastating financial and productivity consequences if mishandled. In this course, students will be introduced to the basic concepts of human resource policy including the essential skills every busy manager must have to successfully manage in today's diverse workplace.

We will also cover employment issues in tribal organizations, how they differ from other government employers, as we explore State and Federal laws and regulations affecting human resource management systems. In this weekend intensive course students will also learn how management impacts the way employees interact and communicate with one another to improve morale, teamwork, and productivity.

Learning Objectives. In this course, students will gain:

1. An understanding of human resource policy and procedure.
2. Essential skills for managing human resources in today's diverse workplace.
3. Conflict resolution skills
4. Fundamentals of tribal employment for tribal managers.
5. Improved management skills.
6. Improved analytical and writing skills.

Credit and Evaluation: Students will receive 4 credits at the completion of the course if all course requirements have been successfully completed. Plagiarism (i.e., using other peoples' work as your own), failing to complete one or more assignments, completing one or more assignments late (without having made arrangements before the due date), or multiple absences may be grounds for denial of credit. Consistent with MPA program requirements, a self-evaluation and faculty evaluation will be required for credit.

Expectations: All students are expected to contribute to a well functioning MPA classroom learning community. Behavior that disrupts the learning community may be grounds for disciplinary action, including dismissal from the MPA program. Evergreen e-mail will be used for communication about class work. Faculty will be prepared for class, responsive to questions and promptly return assignments.

Texts

Required Reading (Available in the bookstore)

Armstrong, Sharon and Mitchell, Barbara. ***The Essential HR Handbook: A quick and handy resource for any manager or HR professional.*** Pompton Plains, NJ: The Career Press, Inc. ISBN: 978-1-56414-990-9

Optional Reading

McGee, Richard G. ***A Guide to Tribal Employment: An Employment Guide for Tribal Council, Human Resources, and Enterprise Officials.*** Xlibris Corporation. ISBN: 978-1-4363-7527-6.

Additional Readings available on-line for class discussion at the following links:

Equal Employment Opportunity Commission website – <http://www.eeoc.gov/laws/types>

We will be discussing the following anti-discrimination laws.

- Age
- Disability
- Equal Pay/Compensation
- Genetic Information
- National Origin
- Pregnancy
- Race/Color
- Religion
- Retaliation
- Sex
- Sexual Harassment

U.S. Department of Labor website – <http://www.dol.gov/whd/>

- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA)
- Davis-Bacon and Related Act (DBRA)

Winter 2010 Schedule (faculty reserves the right to alter the schedule)

WEEKEND ONE

Friday – January 27th

Time	Activity	Readings/Assignments
5:00pm	Introductions and Course Overview	
6:30pm-8:30pm	Lecture/Group Discussion on Strategic Planning and HR's Role	Reading: Chapter 1 of HR Handbook
8:30pm	Wrap-up	

Saturday – January 28th

Time	Topic/Activity	Deliverable
9:00am-Noon	Lecture/discussion on Employment Discrimination Laws: <ul style="list-style-type: none"> • Age • Disability • Equal Pay/Compensation • Genetic Information • National Origin • Pregnancy • Race/Color • Religion • Retaliation • Sex • Sexual Harassment 	Readings from EEOC Website http://www.eeoc.gov/laws/types Readings: Chapters 2 & 3 HR Handbook Assignment #1 Due, bring hard copy to class.
Noon	Lunch	On your own
1:00pm-4:30pm	Do federal employment laws apply to tribes?	Handouts given in class.
4:30pm	Wrap-up	

Sunday – January 29th

Time	Topic/Activity	Deliverable
9:00am	Lecture/discussion on Performance Management	Readings: Chapters 4 -7 of HR Handbook Additional Handouts given in class
Noon	Lunch	On your own
1:00pm	Compensation & Benefits	Seminar on readings from chapters 1-7 of HR Handbook
4:30pm	Wrap-up	

WEEKEND TWO**Friday – March 16th**

Time	Topic/Activity	Deliverable
5:00pm	Lecture/discussion on Employee Relations	Readings: Chapter 8 of HR Handbook
6:45pm	Conflict Resolution	Handouts given in class
8:30pm	Wrap-up	

Saturday – March 17th

Time	Topic/Activity	Deliverable
9:00am	Legal Considerations Review FLSA,FMLA and DBRA from the U.S. Department of Labor website.	Readings: Chapter 9 from HR Handbook U.S. Department of Labor website – http://www.dol.gov/whd/ <ul style="list-style-type: none"> • Fair Labor Standards Act (FLSA) • Family and Medical Leave Act (FMLA) • Davis-Bacon and Related Act (DBRA)
Noon	Lunch	On your own
2:45pm-4:30pm	Group discussion, presentation of findings in assignment #2	Assignment #2 due, bring hardcopy to class.
4:30pm	Wrap-up	

Sunday – March 18th

Time	Topic/Activity	Deliverable
9:00am	Lecture/discussion on Managing Diversity	Readings: Chapters 8-12 of HR Handbook
Noon	Lunch	On your own
1:00pm	Lecture/discussion on Compensation & Benefits	Seminar on readings from chapters 8-12 of HR Handbook
4:30pm	Wrap-up	

Assignments

1. Read Chapters 1-7 of Armstrong and Mitchell book *The Essential HR Handbook*. Write a 2-3 page seminar paper about the readings. Be prepared to discuss this assignment in class on Friday, January 27th. Hardcopy of paper also due January 27th.
2. Write a 4-6 page paper about a current federal employment law that you would like to gain a deeper understanding of. Your paper should address the following:
 - a. Contrast and compare the federal law with any other applicable Washington State and/or Tribal Laws.
 - b. Discuss the differences between the federal and state law or tribal law and your thoughts on the possible impacts and considerations for Human Resources Managers.
 Be prepared to share your findings and discuss this assignment in class on Saturday, March 17th. Hardcopy of paper also due March 17th.

Expectations

Students

- Due to the weekend intensive format of this course, students are expected to attend every class and to be on time. Participation includes speaking in class, listening to others, taking notes, completing class interactive exercises, and listening to and dialoging with the guest speakers. If an absence is unavoidable, faculty must be notified prior to class. After an absence, make-up work may be assigned at faculty discretion, on a case-by-case basis. Makeup work must be completed by the end of the quarter in question to ensure full receipt of course credit.
- Students are required to have and use an Evergreen e-mail account for communication about class work and to participate in program list serves.
- Computer and Internet access are required to complete course work outside of class.
- Cell phones may be on but ringers need to be off during seminars and presentations.
- Written self-evaluations and faculty evaluations are required for credit, at the end of the quarter. (Students may elect to submit faculty evaluations to MPA Program Secretaries at lab2support@evergreen.edu)
- Hard copies of all assignments should be submitted on the due dates.

Inclement Weather: In the event of bad weather or emergencies students should check with television or radio stations for announcements of campus closures. Students can also call the main campus line 867-6000 to get the latest news regarding a campus closure or delay. Since many students in the program travel from relatively distant locations, faculty may decide to cancel program meeting even if campus is open. If we do this we will send an all-program email prior to 3:00 pm. You are responsible for checking your email.