

Employment Law for Accountants Self-Study Webinar (11 Hours)

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Self Study Webcast
Dec 20 - Dec 21

Overview:

Employment law is constantly evolving. Accountants and financial professionals who fail to understand the basics of employment law run the risk of creating low employee morale, substandard productivity and the potential for employee lawsuits. In this self-study webinar, you will:

- Examine the federal laws that regulate hiring procedures
- Navigate the minefield surrounding wrongful discharge suits
- Analyze the various forms of workplace discrimination
- Develop a process for preventing or correcting a sexually hostile work environment
- Learn how to contend with employee privacy issues

Objective:

To provide the financial professional who has management responsibility for employees with an overview of the legal issues that impact the entire employment process. Participants will learn practical strategies for creating a climate of good intentions and integrating the necessary legal/management skills that prevent costly employee lawsuits. This course will aid the manager in creating an environment where employees can thrive.

[Detailed Learning Objectives](#) [1]

Emphasis:

- Review existing employment regulations
 - Title VII of Civil Rights Act of 1964
 - Age Discrimination in Employment Act of 1967 (ADEA)
 - Americans with Disabilities Act (ADA)
- Pre-employment testing and questions not to ask
- Distinguish among various wrongful discharges, including:
 - Lack of effective disclaimer
 - Individual oral promise and company-wide oral policy
 - Public policy, public rights and personal rights
- How to create job descriptions that work
- Conscientious Employee Protection Act (whistleblowing)
- Types of sexual harassment claims: Quid pro quo, hostile environment and “Reasonable Woman” standard
- Disciplinary action for insubordination, absenteeism/tardiness and safety violations
- Monitoring phone conversations and voice mail
- Policies for Internet and email usage
- Drug testing in the workplace



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Identify the various responsibilities of legal employer entities through the presentation.

Recognize the role of the Federal Fair Labor Standards and their role in regulating employment.

Recognize basic employment practices necessary to avoid discrimination when hiring employees.

Recognize prohibited practices in an employment application.

Recognize the need to state law prohibiting credit checks on job applicants.

Recognize the potential consequences of practices made during an employment interview.

Identify the potential consequences of practices made within an office of employment.

Identify the options available to employees regarding an oral employment contract.

Identify those items which should not be kept in an employment contract file.

Identify the degree to which employee files should be available to the employer and others.

Recognize the role of the employee handbook.

Identify recommended items for placement in the employee handbook.

Identify the role of the employee performance review.

Identify the primary responsibilities of the performance review.

Identify the positive and negative aspects of the performance review.

Identify the recommended frequency of performance reviews.

Identify the advantages of employee self-direction.

Recognize the responsibilities of the Fair Labor Standards Act.

Recognize those employees who would be exempt from the application of the Fair Labor Standards Act.

Recognize the characteristics of an exempt "white collar" worker.

Recognize the characteristics of an exempt "outside sales" worker.

Recognize the characteristics of an exempt "learned" worker.

Identify the characteristics of an independent contractor.

Identify the minimum number of employees necessary for a business to be subject to the Family and Medical Leave Act (FMLA).

Identify those employees subject to the Family and Medical Leave Act.

Identify the categories for leave included under the FMLA.

Recognize the general provisions of the FMLA rules for determining a serious health condition.

Recognize family members as defined in the FMLA.

Recognize the employer's obligations to the employee when the employee returns from leave under the FMLA.

Identify the primary responsibilities of the Department of Safety & Health Act (OSHA) of 1970.



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Measuring the results reported to NASBA under 2008

Measuring the frequency of CPE activities reported

Measuring the primary responsibility of the activity, as reported

Measuring the average number of employees that will report on the basis of the CPE activity

BottomPrerequisite:

None.

Preparation:

No advance preparation required.

Level of Knowledge:

Overview.

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Links:

[1] [https://www.cpeonline.com/JavaScript:showObjectivesPopup\(\);](https://www.cpeonline.com/JavaScript:showObjectivesPopup();)