

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

SO15823F  
SO158

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 common characteristics of illegal employee activity through the prohibition

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 questions on an employment application

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

Recognize the potential consequences of prohibited acts during an employment interview

Identify the potential consequences of prohibited acts within an office of employment

Identify the options available to employees regarding an oral employment

Identify those items which should not be kept in an employee's workplace 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 characteristics of the performance review

Identify the positive and negative aspects of the performance review

Identify the common best practices of performance reviews

Identify the characteristics of employment discipline

Recognize the characteristics 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 characteristics of the Department of Labor's Health and Safety Act (OSHA) of 1970



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## 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();)