

Course Description

This course is designed for human resource professionals, AA/EEO professionals and ADA compliance officers with responsibilities in the areas of Affirmative Action, Equal Opportunity, Equity, Diversity, etc. The course will cover internal and external agency complaint intake, investigation, counseling, and resolution issues, strategies, policies and procedures consistent with federal equal employment opportunity and affirmative action law.

Purpose

The course will provide valuable information and practice opportunities for individuals new to the field as well as more seasoned practitioners. Students will learn to apply relevant laws to company policies and procedures, engage in discussion opportunities and practice using new skills and strategies. Court decisions, changes in the law, and changes in enforcement agency regulations and their impact on internal and external agency policies and procedures will be addressed. The course experience will develop expertise that will enhance student confidence in dealing with complaints and increase their organizational value.

Course Content

The course will be taught using a comprehensive manual that will be used during the class and used later as a valuable reference resource. It contains sample materials for recordkeeping, report writing, intake, interviewing parties and witnesses, conducting hearings, negotiating and writing settlement agreements, dealing with enforcement agency complaints, etc. Students will write and resolve case studies – individually and in group exercises – using the skills and information provided in class. Questions and comments are encouraged, including those about issues and situations that participants encounter on the job.

Course Materials, Pre-Class Assignment

The course manual will be provided at the beginning of class. Prior to class, students must write two case studies. One should be based on a case decided by a federal district or circuit court in your geographic area, or by the U. S. Supreme Court. The other should be based on a situation that you have addressed (or anticipate addressing) personally. The actual court decision upon which the case study is based can be obtained through an on line search or other publication. Both case studies (court based and student experience based) are to address discrimination based on race, color, religion, sex, age, national origin, disability, veteran status or sexual orientation. Please use the format below in preparing your court case study, modified as appropriate for your experience based case study.

CASE STUDY FORMAT for PRE-CLASS ASSIGNMENT

TITLE OF THE CASE

(ex. Brown vs. Able University)

COURT THAT RENDERED THE DECISION

(ex. Federal District Court, Western District of Old Hampshire)

DECISION DATE

ISSUES RAISED

Substantive Facts.

Identify the important facts of the case (issues and context).

Who was the original plaintiff?

Who was the original defendant?

Why is one party suing the other party?

What is the nature of the discrimination alleged?

What remedy was the plaintiff seeking in court?

Procedural Facts.

If this is a circuit court case, who won or what happened at the federal district court level?

LAW/S ANALYZED

Court's statement of the current law(s) relevant to the case.

DECISIONS REACHED

What is the holding (court's interpretation of the law at issue) in the case?

REASONING

Why did the court reach the decision it rendered?

CONCURRING AND DISSENTING OPINIONS

Was the decision unanimous? If not, how did the court split?