

PMPA SUPERVISORS COLLEGE PROGRAM
MODULE #2 – Navigating the Employment Minefield
and Hiring Do's and Don'ts

I. INTRODUCTION – NAVIGATING THE EMPLOYMENT MINEFIELD

II. EQUAL EMPLOYMENT OPPORTUNITY

- A. Title VII of the Civil Rights Act of 1964
- B. Age Discrimination in Employment Act (ADEA)
- C. The Americans With Disabilities Act (ADA)
- D. Sexual and Other Discriminatory Harassment (Title VII)
- E. The Equal Pay Act (EPA)
- F. Immigration Reform and Control Act (IRCA)
- G. Uniformed Services Employment and Reemployment Rights Act (USERRA)
- H. Establishing a Case of Discrimination
- I. Handling Complaints

III. EMPLOYMENT-AT-WILL

- A. Implied Contract
- B. Summary Guidelines

IV. EMPLOYEE RIGHTS

- A. Employee Privacy and Access to Personnel Records
- B. Defamation
- C. Workers' Compensation Retaliation
- D. Rights Regarding Union Affiliation

V. COMPENSATION / BENEFITS

- A. The Fair Labor Standards Act (FLSA)
- B. Family and Medical Leave Act of 1993 (FMLA)
- C. Uniformed Services Employment and Reemployment Rights Act (USERRA)

VI. HIRING DO'S & DON'TS

- A. Overview of Hiring and the Law
- B. Hiring Process
- C. Impermissible Inquiries
- D. Acceptable Pre-Employment Inquiries
- E. Suggested Interview Techniques

VII. CONDUCTING AN INTERVIEW

- A. Opening the Interview
- B. Sample Interview Questions
- C. Appropriate Reasons for Not Hiring an Applicant
- D. Points to Avoid

APPENDIX – Case Studies