Chapter 12
Workplace Legal Matters

Section 12.1
Workplace Rights and Laws

Section 12.2
You and the Legal System

Exploring the Photo

KNOW YOUR RIGHTS
Workers in the film and television industry often work long hours under difficult conditions. Unions help many workers in this industry maintain their worker rights. What workplace rights can you name?

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Paul A. Barbeau/Cruda
Chapter Objectives

After completing this chapter, you will be able to:

- **Explain** how labor laws and labor unions affect the workplace.
- **Identify** the main antidiscrimination laws and explain their role in protecting workers.
- **Describe** effective strategies for handling sexual harassment.
- **Distinguish** between civil law and criminal law.
- **Give examples** of civil law cases and explain how they are resolved.
- **Explain** how to find and evaluate legal services.

Writing Activity

In a notebook or journal, list five words or phrases that come to mind when you hear these terms: police officer, lawyer, judge. What do you think your responses say about your understanding of—and attitude toward—our legal system?

Get Motivated! Contact an adult who works in the legal system—a police officer, a corrections officer, or someone in the court system, such as a lawyer or a court reporter. Ask that person to tell you about the responsibilities of his or her job. Summarize your findings in a one-page report. Include discussion of whether or not you would be interested in that person’s job.
Section 12.1
Workplace Rights and Laws

Reading Guide

Before You Read
Preview Choose a Key Term or Academic Vocabulary word that is new to you. Write it on a piece of paper. When you find it in the text, write down the definition.

Read to Learn
• How labor laws and labor unions affect the workplace
• What the main antidiscrimination laws are and how they protect workers
• Effective strategies for handling sexual harassment

Main Idea
Understanding the laws that affect the workplace will help to ensure that you receive fair treatment on the job.

Key Concept
• Labor Laws Govern the Workplace

Key Terms
• minimum wage
• compensatory time
• collective bargaining
• discrimination
• affirmative action
• sexual harassment

Academic Vocabulary
You will find this word in your reading and on your tests. Use the academic vocabulary glossary to look up its definition if necessary.

Graphic Organizer
As you read, list the different labor laws and explain how they protect workers. Use a chart like the one shown to help organize your information.

Labor Laws

How They Protect Workplace


Log On Go to this book’s Online Learning Center through glencoe.com for an online version of this graphic organizer.

Academic Standards

English Language Arts
• Read texts to acquire new information. (NCTE 1)
• Use information resources to gather information and create and communicate knowledge. (NCTE 8)

Mathematics
• Understand meanings of operations and how they relate to one another
• Compute fluently and make reasonable estimates
Labor Laws Govern the Workplace

Laws that govern the workplace are often referred to as labor or employment laws. Labor laws are designed to give employees certain rights and to protect them from unfair treatment on the job. These laws help to ensure that all Americans have an equal opportunity to get and to keep a job, to be paid a just wage, to be considered fairly for promotion and to be protected in times of personal and economic difficulty. It is important that you understand your rights and responsibilities under labor laws.

Laws About Pay

In 1938, the federal government passed the Fair Labor Standards Act (FLSA). This law requires employers to pay a minimum wage, which is the lowest hourly wage that an employer can legally pay for a worker’s services. The first minimum wage was only $0.25 per hour, but it has risen over the years. Lawmakers change the rate periodically to keep up with inflation. Most states also set a minimum wage. When there is a difference between the federal and state minimum wage, employers must pay the higher rate.

The FLSA also set the 40-hour workweek and established overtime pay for hourly workers who work more than 40 hours a week. You learned about overtime in Chapter 8. In some states, employees can receive additional wages or compensatory time, which is time off from work rather than money for working overtime. Employees must agree to compensatory time before they work overtime. Compensatory time is against the law in some states or for certain types of employees.

Child labor laws are another result of the FLSA. Less than 100 years ago, many U.S. child factory workers worked 60 hours a week under dangerous conditions. To put an end to such practices, the FLSA set the minimum age for most nonagricultural jobs at 16. There are also restrictions on the hours and types of jobs that children under 18 can do.

CHILD LABOR LAWS

There are legal limits on the hours and types of work that under the age of 18 can do. Why do you think these laws were created?
**Real-World Connection**

**Wage Discrimination**

You and your friend Jim were hired by a small manufacturing company at the same time and assigned identical jobs. You work on the same shift and have similar work experience and education. He recently left a pay stub in a stack of papers that he placed on your desk. You discovered that he earns several hundred dollars a month more than you do.

**Critical Thinking** Is this an example of discrimination? How can you tell? Compare your answer to those of other students. Does your gender, race, or other factor affect your answer?

**Do Your Own Research** Consult the Wage and Hour Division of the U.S. Department of Labor by phone or online for information about what is and is not wage discrimination. Identify the consequences for employers who discriminate in pay. Write a one-page report summarizing your findings.

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**The Right to Organize**

In another effort to protect people who work, the Wagner Act of 1935 made it legal to organize labor unions and engage in union activities. The Wagner Act established the National Labor Relations Board (NLRB), an independent judicial agency of the U.S. government. The NLRB protects workers who wish to be unionized and investigates charges of unfair labor practices. These unfair practices include interfering with, restraining, or firing employees because they wish to form or join a union.

**Labor Unions**

Labor unions represent workers in their dealings with employers. The workers elect union leaders, who negotiate for job improvements or changes through collective bargaining. **Collective bargaining** is a process through which unions use the power of their numbers (the workers in the union) to negotiate with company management for such things as pensions, wages and salaries, benefits, and working conditions.

If an agreement is not reached, the union may use its most powerful tool—a strike. A strike occurs when workers stop working in an effort to force an employer to agree to the union's terms. Most unions maintain strike funds, which provide partial salaries to workers on strike.
Everyday ETHICS

A VERBAL AGREEMENT

Is a verbal agreement enforceable?

LAWN WORK Your neighbor went on vacation for a month and asked that you mow the lawn each week while he was away. You both verbally agreed on a price for your labor when he stopped by your house to drop off the keys to his house. When your neighbor returned, he told you he was going to give you only half the amount he had verbally agreed to because he thought that the original price was too high.

What Would You Do? How do you respond to your neighbor?

DISCUSS IT In most places, a verbal agreement is legally binding, which means your neighbor owes you the amount promised. You may talk to your neighbor or get a third party involved. With a partner, discuss the possible actions you could take and the consequences of each.

When an agreement is reached, the company signs a labor contract, which is a legal agreement specifying wages, work hours, working conditions, benefits, and grievance procedures. The union members must approve the contract before it goes into effect.

There are nearly 15 million union members in the United States representing many different professions, from janitors to teachers to professional baseball players. If you join a union, you will have to pay an initiation fee and regular dues. This money supports the work of the union.

Before you join a union, consider these factors: membership cost; track record, or what the union has done for its workers in the past; and membership benefits, such as health care and pension plans.

Unemployment Insurance and Family Leave

State laws provide for unemployment insurance, which offers financial and other help to workers who lose their jobs. For example, Ben Dyal worked for five years as a sales representative for a sporting goods company. When his company suddenly went out of business, Ben had trouble finding a new job. "I had to eat," he said. "So I went to the local government office and filed for unemployment." Soon he was receiving weekly unemployment checks. Unemployment offices also help people find new jobs.

Sometimes accidents, illnesses, or family responsibilities make it temporarily difficult for people to work. In such cases, workers need to know that they will not lose their jobs. To meet this need, Congress passed the Family and Medical Leave Act in 1993. This law guarantees employees at companies with more than 50 employees up to 12 weeks of leave for personal medical care or to care for a family member, such as a spouse or a child.
Laws about Immigrant Workers

Noncitizens who are living in our country without authorization from the government are called illegal immigrants. The Immigration Reform and Control Act of 1986 was designed to combat illegal immigration. Employers must make sure that all new employees have proper working papers and identification. Businesses can face fines if they break immigration laws, and workers who are in the United States illegally can be deported. Many states have their own laws regarding illegal immigration, and immigration reform is an issue that is constantly being addressed by federal and local lawmakers.

Laws about Discrimination

Under laws passed by Congress, it is illegal for employers to engage in discrimination—unequal treatment based on such factors as age, disability status, race, national origin, religion, or gender.

Major Antidiscrimination Laws

The following state and federal laws help to guarantee that every employee has a legal right to fair treatment in the workplace:

- The Civil Rights Act of 1964 bans discrimination in employment based on race, color, religion, gender, or national origin. As Figure 12.1 on page 269 shows, the percentage of minorities in the workforce is increasing.

Creative Business Practices

ATLANTA BRAVES Diversity Training

During spring training, the Atlanta Braves organization includes a full-day training seminar in diversity. Because of the diversity among American athletes, as well as the increasing number of international baseball players and games, diversity training can help players better understand each other and their managers and coaches.

The Atlanta Braves’ diversity training is specifically tailored to the needs and real-life situations of the athletes. Players are encouraged to share their personal experiences with discrimination and stereotypes, especially within the organization. Hearing each others’ problems and concerns helps players relate on a personal level and be more accommodating to others.

CRITICAL THINKING How can employees benefit from diversity training?

Connect to the Real World To learn more about the Atlanta Braves visit their Web site via the link on this book’s Online Learning Center through glencoe.com.
The Age Discrimination Act of 1967 makes it illegal to discriminate against people over 40.

The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 protect the rights of individuals with disabilities, which are long-lasting impairments of the body and the mind that limit major life activities. Types of major life activities include caring for yourself, walking, reading, learning, and working. These two acts make sure that employers provide aids such as wheelchair ramps and other job accommodations so that disabled workers can do their jobs.

Courts recognize some exceptions to the antidiscrimination laws. Employers may hire only people with certain qualifications if those qualifications are necessary for a particular job. For example, actors may need to be a certain age or gender for a particular role.

Many schools and government agencies practice affirmative action. Affirmative action is a policy that aims to increase the number of people who represent traditionally underrepresented groups in a field or a workplace. Traditionally underrepresented groups may include people of color, women, and those with disabilities.

Equal Opportunity for Women and Men

Women have had fewer career choices than men in the past. Today, both men and women can choose any career they wish. Did you ever wonder how being a male or a female might affect your career?

Consider the story of Kate Frye, who worked as a laborer with a landscaping company. One day a male coworker mentioned his salary. Kate was surprised to learn that he was getting paid $3 an hour.
more than she was—for doing the same job with the same amount of experience. Kate was a victim of discrimination. The Equal Pay Act of 1963 requires equal pay for equal work. It gave Kate the right to ask her employer for better pay.

**Sexual Harassment** Any unwelcome behavior of a sexual nature is referred to as sexual harassment. Such behavior may include jokes, gestures, repeated or threatening requests for dates, and unwanted touching. Both males and females can be the victims of sexual harassment.

What should you do if you think you are the victim of sexual harassment? Here are some suggestions:

- Immediately tell the person to stop. Be clear and direct.
- Write down what happened, noting the date, time, and place. Include the names of any witnesses and comments about how the harassment affected your work.
- Inform a trusted supervisor or human resources of the incident and follow up.
- If the issue is not resolved within your company, you can get help from your local human rights office or the office of the U.S. Equal Employment Opportunity Commission.

### Section 12.1 After You Read

**Review Key Concepts**

1. Name one labor law and explain its purpose.
2. Identify two antidiscrimination laws and explain how they protect workers.
3. Explain an effective way to handle this situation. You have refused many times to go on a date with your boss. Your review is coming up, and your boss has told you that if you do not agree to the date, you will not receive a positive review.

**Practice Academic Skills**

**Mathematics**

4. Minimum wage varies from one state to another. If the minimum wage in Colorado is $5.15 and the minimum wage in California is $6.75, what percentage of California's minimum wage would Colorado's minimum wage be? Round to the nearest whole percent.

**Dividing Decimals** To divide decimals, move the decimal point in the divisor until it is no longer a decimal and move the decimal point in the dividend the same number of places.

**Step 1:** First, set up a division problem with the divisor and the dividend. Move the decimal point two places to the right in both numbers.

**Step 2:** Divide until you reach the thousandths place. Your answer will be a decimal that you can write as a percent.

For math help, go to the Math Appendix located at the back of this book.
Section 12.2
You and the Legal System

Reading Guide

Before You Read
Preview Read the Key Concepts for this section. In one or two sentences, predict what you think the section will be about.

Read to Learn
• The difference between civil law and criminal law
• Examples of civil law cases and how they are resolved
• How to find and evaluate legal services

Main Idea
An understanding of legal procedures and services will help you to resolve work-related conflicts.

Key Concepts
• Legal System Basics
• Legal Services

Key Terms
• civil law
• summons
• criminal law
• felony
• misdemeanor
• contingency fee

Academic Vocabulary
You will find these words in your reading and on your tests. Use the academic vocabulary glossary to look up their definitions if necessary.

Graphic Organizer
As you read, note the different ways you can resolve a legal dispute and describe each. You can use a chart like the one shown to organize your information.

<table>
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<th>Ways to Resolve Legal Disputes</th>
<th>Description</th>
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Log On Go to this book’s Online Learning Center through glencoe.com for an online version of this graphic organizer.

Academic Standards

English Language Arts
• Read texts to acquire new information. (NCTE 1)
• Use different writing process elements to communicate effectively. (NCTE 5)
• Use information resources to gather information and create and communicate knowledge. (NCTE 8)

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Legal System Basics

The Pledge of Allegiance ends with the words “with liberty and justice for all.” In Section 12.1, you learned how labor laws strive to make these words a reality in the workplace. Job-related conflicts do arise, however, and sometimes laws are violated. The legal system provides a set of procedures for resolving such conflicts. In court, lawyers, judges, and sometimes jurors make decisions about disputes, or disagreements, between employers and employees. It is important for you to learn some basic facts about our legal system and how it affects you.

Civil Law

Many court cases involve civil law, which is law that applies to conflicts between private parties concerning rights and obligations. Divorce, breach of contract, and personal injury cases fall into this category. Companies and employees may become involved in civil law disputes.

Here is an example of a work-related civil law case: Michael, an autoworker, was physically searched by his company’s security guards, who suspected him of stealing. No stolen goods were found, and Michael’s shoulder was bruised during the search. The company was found guilty of deliberate injury.

The legal process starts when a person files an official complaint with the court. The person bringing the charge is the plaintiff. The person charged is the defendant. The court clerk delivers a summons, or an order to appear in court at a specific place and time, to the accused party. This person or company then files an answer.

Small Claims Court

For some legal cases, small claims court is an effective, low-cost solution. Small claims court handles minor disputes and small claims on debts. It does not require lawyers. Rules vary by state, but in general, small claims court procedures are less complicated than those of other courts. There is usually a monetary limit on cases heard in small claims court.

- **Civil Law** A civil case does not involve criminal charges. The plaintiff in this civil case is a worker who was injured because of improper workplace conditions. Can you think of other examples of civil cases?
Settlements

Most civil cases are resolved before they go to court. The parties to a dispute often come to a settlement, which is a mutual agreement that does not assign blame to either party. A settlement may take the form of a monetary award or a correction of the situation that caused the complaint. To avoid the expense and time of a courtroom trial, many states require that parties to a civil case try to settle out of court.

These are some ways you may settle conflicts out of court:

- **Follow complaint procedures.** If your company has complaint procedures, you may settle your dispute by discussing it with your employer.
- **File a formal complaint.** Many states require workers to file a formal complaint with the Equal Employment Opportunity Commission or a similar agency. Sometimes such agencies can settle disputes between employers and management.
- **Mediation.** Mediation is a process in which you and your opponent present the case to a neutral third party, who helps you talk to each other and reach a compromise.
- **Arbitration.** Union disputes are often resolved through arbitration, in which both parties present evidence to an arbitrator, who issues a written decision.

You will learn more about conflict resolution in Chapter 13.
MEDIATION Many workplace disputes are resolved through mediation, a process in which a third party works to resolve the conflict. Why do you think many companies prefer mediation to going to court?

Criminal Law

Civil law covers most workplace disputes. Sometimes, however, an incident on a job site may bring criminal charges and fall under criminal law. Under criminal law, the government brings an indictment, or list of criminal charges, against a person or a business. A serious crime punishable by imprisonment or death, such as fraud, murder, or rape, is called a felony. A less serious crime, such as shoplifting or striking another worker, is called a misdemeanor.

Legal Services

If your legal problem cannot be settled or brought to small claims court, your next step should be to contact a lawyer. Laws and legal procedures are very complex. Arguing a case in court is best done by an expert. Although hiring a lawyer can be expensive, having a lawyer will probably produce more effective results.

Finding a Lawyer

You want to be sure that the lawyer who takes your case specializes in, or knows, the law the affects it. To start your search, try the following:
- Use your phone book or search online for legal referral services.
- A local bar association is a good place to begin.
- Ask friends and family members if they can recommend a lawyer.
- If you are a member of a group or prepaid legal plan through your job or other organization, contact this service. Such services may assist with legal advice and costs.
Once you have a list of possible lawyers, interview them to determine who would best represent you. These questions may help you decide:

- What is your specialty and what type of experience do you have?
- What do you estimate your fee will be?
- How long will my case take?
- Will I be regularly updated?
- Would handling my case create a potential conflict with another client?
- Do you have malpractice insurance?
- Do you have a document that explains the legal steps we will take?

**Lawyers’ Fees**

Lawyers generally charge an hourly rate or a flat fee based on how much work they expect to do for you. In addition, some lawyers work for a **contingency fee**, which is payment that is a percentage of any money that you win in the lawsuit. Make sure you understand the fee system and projected costs before hiring anyone.

Low-cost legal assistance in civil cases may be available from The Legal Aid Society or other organizations. If you are charged in a criminal case, the office of the local public defender can provide free legal representation.

No matter where you go for legal advice, be prepared for the meeting: bring documents, records, and names of witnesses. Do not expect your lawyer to do all the work, particularly if you are receiving free or low-cost legal aid. Ask how you can be involved and what you can do to help your case. Remember, too, that legal proceedings can take a very long time—months or even years.

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**Section 12.2 After You Read**

**Review Key Concepts**

1. Give an example of a workplace situation that could lead to a civil case and a workplace situation that could lead to a criminal case.
2. Identify two possible ways to resolve a civil law case.
3. List two questions you would ask when deciding whether to hire a lawyer to represent you.

**Practice Academic Skills**

**English Language Arts**

4. Write a maximum 500-word e-mail to a friend explaining why it is best to resolve a civil case out of court rather than through a trial.

**Social Studies**

5. Use library and Internet resources to research the history of small claims court in the United States, and write a brief report on your findings.

Check your answers at this book’s OLC through glencoe.com.
John Arai Mitchell
Business Law Attorney

Q: Describe your job.
A: There are two parts to my job. First, I advise clients on legal issues that affect their businesses. I help them take steps necessary to achieve their goals, like starting a business or negotiating a contract. Second, I represent my clients in commercial disputes, often involving contracts or intellectual property. Over the years, my clients have included pop culture magazines, high-tech companies, artists, clothing companies, global financial institutions, and professional football teams.

Q: Describe a typical workday.
A: One of the reasons I enjoy being an attorney is that no two days are ever the same. Some days I spend the entire time in the library or in my office researching legal issues and drafting documents to submit to a judge. I may be in court, arguing a motion or in trial. On other days, I may meet with someone who wants to do business with a client. It’s not uncommon to find me at the airport, traveling to a hearing or a meeting.

Q: What skills are most important to you in your job?
A: Reading comprehension, writing, and logic and reasoning. As with any job, a good sense of humor and the ability to keep things in perspective are also useful.

Q: What academic skills and lifelong learning skills are helpful in preparing for your career?
A: The most important academic skills are writing, writing, and research. It helps to have natural curiosity and a desire to learn. Like the world around us, laws are constantly evolving. A successful lawyer must stay abreast of those changes.

Q: What is your key to success?
A: The ability to listen. The quality of legal advice an attorney provides depends on how well he or she understands the client’s concerns or problems.

Q: What training and preparation do you recommend for students?
A: With few exceptions, to become a lawyer, you must graduate from a four-year college and attend a law school accredited by the American Bar Association. Generally, after three years of law school, you receive a juris doctor and are eligible to take the bar examination in your state. If you pass the bar exam, you can become a licensed attorney in that state.

Q: What are some ways you recommend students prepare for this career?
A: A rigorous academic schedule that develops strong reading, writing, and analytical skills.

Q: What do you like most about your work?
A: I like learning new things, whether it is the details of a client’s business or an unfamiliar area of the law. I like helping my clients, all of whom I consider good friends. I like that I can help people who need legal advice but cannot afford it. I frequently represent indigent clients in pro bono cases. Even though the day-to-day practice of law can be difficult, it makes for a rewarding professional life.
Career Facts

- **Education or Training** To practice law in the courts of any state or other jurisdiction, a person must be licensed or admitted to its bar. To qualify for the bar examination in most states, an applicant usually must earn a college degree and graduate from a law school accredited by the American Bar Association (ABA) or the proper State authorities.
- **Academic Skills Required** English Language Arts, Mathematics, Social Studies, World Languages
- **Technology Needed** Some lawyers supplement conventional law libraries with computer sources, such as the Internet and legal databases. Many lawyers use computers to organize and index material.
- **Aptitudes, Abilities, and Skills** Prospective lawyers should develop proficiency in writing and speaking, reading, researching, analyzing, and thinking logically. Courses in English, foreign languages, public speaking, government, philosophy, history, economics, mathematics, and computer science, among others, are useful.
- **Workplace Safety** Lawyers can work long, stressful hours, and should also be mindful of ergonomics and strain caused by repetitive tasks.
- **Career Outlook** Employment of lawyers is expected to grow about as fast as the average for all occupations over the next ten years, primarily as a result of growth in the population and in the general level of business activity. Job growth will also result from increasing demand for legal services in such areas as health care, intellectual property, venture capital, energy, elder law, antitrust, and environmental law.
- **Career Path** Lawyers can become partners or start their own firms. They can also use their knowledge and skills in positions outside the legal industry.

### Academic Skills Required to Complete Tasks

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<th>Social Studies</th>
<th>World Languages</th>
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<td>Research legal issues</td>
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<td>Keep up to date on legal changes</td>
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CHAPTER 12  Review & Activities

CHAPTER SUMMARY

Section 12.1
Labor laws help to ensure fair treatment for all employees in the workplace. The Fair Labor Standards Act established the minimum wage, the 40-hour workweek, and child labor law. Workers have the right to form or join labor unions, which negotiate with employers for better working conditions, salaries, and other benefits. The Family and Medical Leave Act guarantees up to 12 weeks a year for personal medical care or to care for a family member. Antidiscrimination laws protect workers from job discrimination based on race, national origin, religion, age, gender, and disability. Both genders have the right to a work environment free from sexual harassment.

Section 12.2
The legal system provides a set of procedures for resolving conflicts. Civil law applies to conflicts between private parties concerning rights and obligations. Small claims court is a low-cost alternative to a court trial. Ways to resolve a civil dispute without going to trial include mediation and arbitration. Criminal law involves criminal charges, which are brought by the government. More serious criminal offenses are felonies, and less serious offenses are misdemeanors. If you need to go to court, you should consult a lawyer. Before hiring a lawyer, ask about the lawyer’s specialty and fees, and how you can help with the work for your case.

Key Terms and Academic Vocabulary Review

1. Use each of these key terms and academic vocabulary words in a sentence.

   **Key Terms**
   - minimum wage (p. 265)
   - compensatory time (p. 265)
   - collective bargaining (p. 266)
   - discrimination (p. 288)
   - affirmative action (p. 269)

   **Academic Vocabulary**
   - sexual harassment (p. 270)
   - civil law (p. 272)
   - summons (p. 272)
   - criminal law (p. 274)
   - felony (p. 274)
   - misdemeanor (p. 274)
   - contingency fee (p. 275)

2. **Name** two labor laws and explain how they protect workers.
3. **Identify** the main antidiscrimination laws and explain their purpose.
4. **Describe** effective strategies for handling sexual harassment.
5. **Explain** the difference between civil law and criminal law.
6. **Describe** an example of a civil law case and explain how it might be resolved.
7. **Explain** how to find and evaluate legal services.

Critical Thinking

8. **Analyze** Why are antidiscrimination laws important? How do they affect you?
9. **Evaluate** How might sexual harassment interfere with a person’s career advancement?
Real-World Skills and Applications

Critical Thinking Skills

10. Problem Solving Working in a group of three, come up with an example of a dispute that would require arbitration. Decide who will be the arbitrator, and have the other two group members defend opposite sides of the dispute. After listening to both arguments, the arbitrator should make a judgment in favor of one side, explaining his or her reasons. Then switch roles until all group members have had a chance to be the arbitrator.

Information and Media Literacy Skills

11. Using Research Tools Labor laws have played a major role in U.S. history and culture. Research one federal or state law that has affected one aspect of the world of work—such as hours, wages, child labor, diversity, unions, safety, benefits, or the environment. Prepare a two- to three-minute oral report for the class on conditions before the law and how conditions changed after the law was passed.

Technology Applications

12. Using a Word-Processing Program Locate and read several articles on sexual harassment in the workplace. Use a word-processing program to design and create a written policy or poster for a specific business that can help to ensure a work environment free of sexual harassment.

13. ACTIVE LEARNING Finding Legal Services: Imagine that you were working on a temporary basis for a company when you injured your shoulder in a job-related accident. You asked the company to help pay your medical bills and give you time off of work, but they refused. You decided you should seek legal help. Using the procedure for finding a lawyer outlined in the chapter, create a list of lawyers you might ask for advice. Write a list of questions that you will use to interview each lawyer. Pair with another student to ask another the questions, and record the answers in a two-page document.

14. ROLE PLAY Mediation Situation: While on an errand for his company, Jack was in an accident that destroyed his car. Jack thinks the company is financially responsible for the damages. His employer refuses to pay.

Activity: You will play the role of mediator between Jack and his employer. Listen as both sides explain their positions. Remember that you are to remain neutral as you help both parties talk to each other and reach a compromise.

Evaluation: You will be evaluated on how well you meet the following performance indicators:

- Listen attentively to both people.
- Ask questions and lead the discussion objectively.
- Help the parties reach a settlement that they both agree is fair.
Academic Skills in the Workplace

**English Language Arts**

15. **Practice Expository Writing** Much legal writing is expository writing, which informs readers about a particular subject. To practice expository writing, find a court case or workplace dispute you find interesting. You can research cases in the newspaper, journals, or on the Internet or arrange a visit to a state or federal courthouse and sit in on a trial. Report the facts of the case in a one-page example of expository writing. Be sure to present both sides of the dispute or case and to check all facts that relate to the case such as the names of the parties involved.

16. **Calculate Time** It has been about nine and a half months since you sent in all of the necessary paperwork to apply for a new patient. About how many days has it been?

17. **Increments of Time** Weeks always have seven days, and there are usually four weeks in a month. Months have varying numbers of days, from 28 to 31. Typically, however, 30 is used as an average to represent the number of days in a month.

**Mathematics**

16. **Calculate Time** It has been about nine and a half months since you sent in all of the necessary paperwork to apply for a new patient. About how many days has it been?

**Science**

17. **Exercising** Modern health research has shown that exercise is good for the heart. It also helps the brain by increasing blood flow there and in all other parts of the body. People who keep up a good exercise plan tend to be able to think more clearly and to be injured less in the workplace. What are some different exercises you can do during the week to keep your heart and brain in good health? Create a poster displaying one or more exercises.

**Social Studies**

18. **Research International Legal Careers** Imagine that you are interested in working in the legal field in another country. Choose a country, and use library and Internet sources to research the types of legal careers available in that country and any requirements, including education and licensing. Use presentation software or other visual aids to create a five-minute oral report on the results of your research.

**STANDARDIZED TEST PRACTICE**

**ESSAY**

**Directions** Use a separate sheet of paper to write a one-page response to the following question.

1. Explain the difference between a civil case and a criminal case. Then describe one workplace situation that could lead to the filing of a civil case and one workplace situation that could lead to the filing of a criminal case.

**Test-Taking Tip** Before answering an essay question, think about what you want to say. Write down a few notes to help you organize your thoughts. Number your thoughts in the order you will write about them.
Writing Skills Practice
19. Creating an Argument Legal arguments can support a point of view of a particular law. An argument expresses your point of view about an idea or subject. Your point of view must be supported by facts and information.

Practice Find a brief article in a news source about a company policy you think your company should adopt. This may be a policy addressing a legal issue, such as diversity training. Write a one-page argument that expresses your opinion that your company should adopt a similar policy. Follow the steps below when writing your argument:
- Identify your main point. Write your topic sentence from this main point.
- As you read, identify facts that support your main point. Make notes or highlight the details that support your main point.
- Review your notes. Keep those that you want to use. Delete those you do not want to use.
- Write a draft. State your main point and support it with details that help to develop your argument.
- Edit and finalize your argument.

Net Connection
20. Research Law Careers Go online to research job requirements, necessary education and training, and career outlook for career options in the field of law.

Log On Go to this book’s Online Learning Center through glencoe.com to find a link to a career Web site. Find four career possibilities in the legal field. Write a one-page summary of your findings.

Reading Connection Go to this book’s Online Learning Center through glencoe.com for a list of reading suggestions.

Personal Academic and Career Portfolio

Legal Resources At some point in your career, you may be involved in a legal dispute. Adding information to your Personal Academic and Career Portfolio about your legal options and how to find legal advice will help you find the best solution to your conflict.

Make a list of the ways to resolve a legal dispute, including those that involve the courts and those that do not. Then perform research using the procedures outlined in the chapter to determine the legal services and settlement services available in your area. For each service you find, note the name of the service and contact information.

The following guidelines will help you create an effective guide to legal resources for your portfolio:
- Create a list of ways to resolve a legal dispute, including those that involve the courts and those that do not.
- Research using the phone book, the Internet, and other resources to find the legal services and settlement services, such as mediators and arbitrators, in your area. Note the contact information for each.
- Add a file to your portfolio, label it Legal Resources, and add this information to it.
- You may check periodically to see if new services are available or if the information is up-to-date.

Portfolio Help Go to the Succeeding in the World of Work OLC through glencoe.com for help developing your portfolio.
Ensuring a Safe, Healthy Career

You know that government, employers, and employees share responsibility for creating and maintaining safe workplaces. You also know that some jobs are riskier than others, and that being informed about the health and safety risks of various careers can help you not only to make an informed career choice, but also to stay healthy on the job. In this project, you will research the potential health and safety risks of a career that interests you and develop an action plan to minimize each of those risks.

Project Assignment

- Choose three potential health or safety risks that can affect workers in your desired career field.
- Gather data about on-the-job or other workplace-related injuries and illnesses in this career field by consulting the Bureau of Labor Statistics, employers and employees in your desired field, the Occupational Safety and Health Administration (OSHA), and other library, Internet, and real-world resources.
- Research ways to minimize the three chosen health and safety risks and create an action plan to handle each of those risks.
- Use presentation software to demonstrate your research and suggestions.

Evaluate Your Skills and Resources

To complete this project, you will need to do research in several different ways. You will need access to the Internet to consult government statistics and other health and safety data. You will also need to talk to employers and employees in your chosen career field to gather information about common workplace hazards, and you will need access to presentation software to format and present your data and conclusions.

Skills you will need to complete the Unit Thematic Project include:

Academic Skills reading, writing, mathematics, social studies
Transferable Skills communication, research, problem-solving, and decision-making skills
Technology Skills presentation software and Internet skills

Resources Organizer To find a graphic organizer you can use to determine the skills, tools, and resources you will need for this project, go to this book’s Online Learning Center through glencoe.com.
**STEP 2 Preview a Real-World Company Profile**

Company profiles can help you understand the specific industry issues that real-world companies face and can show you how some companies manage these issues. This can help you develop criteria to evaluate the health and safety practices of companies where you might want to work.

**Real-World Company: REI**

Recreational Equipment, Inc. (REI) was founded as a cooperative in 1938 by a group of 23 mountain climbers. Today, REI is the country’s largest cooperative, dedicated to inspiring, educating, and outfitting its customer-members for a lifetime of outdoor adventure. REI operates nearly 50 stores nationwide, two online stores, and an outdoor adventure travel company. With more than 2.8 million active members and more than 7,500 employees, the Washington state cooperative is a respected supplier of specialty outdoor gear and clothing and a socially responsible retailer with a commitment to community involvement and environmental action.

David Jayo manages REI’s corporate giving programs, which include outdoor gear grants, community grants, and service projects. These programs help the company support local communities and further the work of nonprofit organizations dedicated to conservation and helping people enjoy the outdoors. Jayo uses his skills in program delivery, strategic planning, budgeting, and operations to help him manage the programs.

<table>
<thead>
<tr>
<th>Aspects of Industry</th>
<th>Company Facts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td>The company has six core values—authenticity, quality, service, respect, integrity, and balance—that guide business decisions and customer service.</td>
</tr>
<tr>
<td>Management</td>
<td>REI’s culture is team-centered. Managers are accessible and welcome input from employees, vendors, customers, and other stakeholders.</td>
</tr>
<tr>
<td>Finance</td>
<td>REI distributes about 85 percent of annual profits to each of its customer-members in the form of a refund.</td>
</tr>
<tr>
<td>Technical and Production Skills</td>
<td>Workers at this customer-centered company need communication and service skills as well as knowledge of outdoor sports.</td>
</tr>
<tr>
<td>Underlying Principles of Technology</td>
<td>The company seeks out cutting-edge technology for its products—from digital hiking maps to biomechanically engineered snowshoes.</td>
</tr>
<tr>
<td>Labor Issues</td>
<td>REI employees benefit receive performance-based pay, health and wellness programs, a profit sharing plan, tuition assistance, and more.</td>
</tr>
<tr>
<td>Health, Safety, and Environmental Issues</td>
<td>REI is focused on being a role model throughout the outdoor industry with its environmental and fair labor standards.</td>
</tr>
<tr>
<td>Community Issues</td>
<td>REI supports environmental stewardship efforts. Stores work with nonprofit partners to bring outdoor recreation opportunities to young people.</td>
</tr>
</tbody>
</table>
**Unit 4**

**Thematic Project**

**Research Procedures**

Follow these steps to compose an effective presentation:

1. **Before you begin to write and create your presentation, conduct sufficient research.** Use current sources and a variety of resources. Contact people who work in your chosen field; their comments will add a valuable human perspective.

2. **Create a “Works Cited” section of your presentation to document all of your resources and explain where you found the data and information.**

3. **Develop a general outline for your presentation.** Devote special attention to key elements, including the introduction and conclusion.

4. **Create a separate section for each of your three action plans.**

**Resources Organizer**

To find a graphic organizer you can use to organize your research, go to this book’s OIC through glencoe.com.

**Connect to Community**

**Get Local**

Arrange to visit a local business and to speak to the person in charge of health and safety programs. Ask about common causes of accidents, illnesses, and injuries at the company and how the company and employees work together to reduce these occurrences. Ask to see any safety signs or posters that the employer is required by law to hang in the workplace.

**Take the Next Step**

Interview a worker in your community who has experienced an on-the-job or workplace-related injury or illness. Ask that worker to describe the incident and its cause and to give suggestions on how other workers could protect themselves from a similar occurrence. What suggestions and guidance would the worker give to a new employee starting out to help him or her stay safe and healthy on the job?

**Report Your Findings**

Your final product for this project should include a presentation with at least 15 slides that identify three current health and safety risks in your chosen field, as well as strategies for reducing or overcoming these hazards. Your presentation should also include a section on “Works Cited.”

**Helpful Hints**

When preparing your presentation, do the following:

- Pay special attention to your introduction. Start with interesting information to get the attention of your audience. You can use surprising statistics, humor, testimonials, or a vibrant slide.
- Follow an organized outline. Clearly introduce each new topic.
- Memorize enough of your presentation so that you can work from an outline.
- Design slides that summarize key information. Fill in details and transitions orally.
• Limit yourself to a few basic colors and fonts to avoid visual clutter. Do not use too many patterns or photos.
• Make sure you know how to give a slide show using the presentation software.
• Practice your presentation in front of family members or fellow students.
• Make eye contact with everyone in the room and speak slowly and clearly.
• Conclude by restating and summarizing your main points.

**STEP 6 Presentation and Evaluation**

Your performance will be evaluated based on:

• depth of research
• organization of research
• accuracy and coherence of information presented
• quality of sources and “Works Cited”

**Personal Academic and Career Portfolio**

Print out a copy of your presentation to include in your Personal Academic and Career Portfolio. Include an electronic copy in your digital portfolio. You can refer to the data in the presentation as you make your career choice and use the presentation to showcase your software and safety awareness skills to potential employers.

• mechanics—neatness and presentation, including spelling
• quality of delivery and slides
• demonstrated understanding of health and safety risks
• Creativity of action plans proposed

**Evaluation Rubric** To find a rubric you can use to evaluate your project, go to this book’s OLC through glencoe.com.

**BusinessWeek Connection**

**Understanding All Aspects of Industry: Management**

Understanding all aspects of an industry can help you prepare to succeed in a career in that industry. Management is the way a company uses its employees, equipment, and money to accomplish its goals. Managers set policies and help to plan the company’s direction. They make sure that projects are done on time and on budget, and they hire, mentor, and fire employees. Most large companies have a hierarchy of managers, from the CEO down to individual department managers.

Small companies may have only one manager. At all companies, effective managers are leaders, communicators, decision makers, and problem solvers.

Go to this book’s Online Learning Center through glencoe.com to find a BusinessWeek article titled “Keep Franchising or Go Indie?” Read the article and consider the benefits and drawbacks of being part of a franchise. Use a word-processing program to create a one-page summary of the article. Add this summary to your Personal Academic and Career Portfolio.