
Professional Certificate in Education Law

Employee Rights and Responsibilities

Absence Control: Absence control refers to the policies and procedures implemented by employers to manage and minimize employee absenteeism. Related terms include attendance policy, leave of absence, and employee attendance. Employers use attendance records to monitor employee absences and develop strategies to reduce absenteeism. Effective absence control measures can help employers reduce the impact of absenteeism on productivity and employee morale.

Academic Freedom: Academic freedom refers to the right of educators to teach, research, and express their opinions without interference or restraint from their employers or the government. Related terms include freedom of speech, intellectual freedom, and autonomy. Academic freedom is essential for promoting critical thinking, innovation, and intellectual growth in educational institutions.

Accommodation: Accommodation refers to the adjustments or modifications made by employers to ensure that employees with disabilities can perform their job duties. Related terms include reasonable accommodation, disability rights, and inclusion. Employers are required to provide reasonable accommodations to employees with disabilities, unless doing so would cause undue hardship.

ADA: The Americans with Disabilities Act (ADA) is a federal law that prohibits discrimination against individuals with disabilities in employment, education, and other areas. Related terms include disability rights, reasonable accommodation, and accessibility. The ADA requires employers to provide reasonable accommodations to employees with disabilities and to ensure that their workplaces are accessible to individuals with disabilities.

ADEA: The Age Discrimination in Employment Act (ADEA) is a federal law that prohibits age-based discrimination in employment. Related terms include age discrimination, employment law, and retirement. The ADEA protects employees who are 40 years of age or older from age-based discrimination in hiring, promotion, and termination.

Affirmative Action: Affirmative action refers to the policies and procedures implemented by employers to promote diversity and inclusion in the workplace. Related terms include equal employment opportunity, diversity training, and inclusion initiatives. Affirmative action measures can help employers attract and retain a diverse workforce and promote a culture of inclusion.

Alternative Dispute Resolution: Alternative dispute resolution refers to the processes and procedures used to resolve conflicts and disputes in the workplace. Related terms include mediation, arbitration, and negotiation. Alternative dispute resolution measures can help employers resolve conflicts in a fair and efficient manner.

Americans with Disabilities Act: The Americans with Disabilities Act (ADA) is a federal law that prohibits discrimination against individuals with disabilities in employment, education, and other areas.

Appeal: An appeal refers to the process of challenging a decision or ruling made by an employer or a court. Related terms include grievance procedure, hearing, and review. Employees who are dissatisfied with a decision or ruling can appeal to a higher authority or a court.

Attendance Policy: An attendance policy refers to the rules and procedures implemented by employers to manage employee attendance and absenteeism. Related terms include absence control, leave of absence, and employee attendance. Employers use attendance policies to monitor employee attendance and develop strategies to reduce absenteeism.

At-Will Employment: At-will employment refers to the type of employment where an employer can terminate an employee at any time, with or without cause. Related terms include employment law, termination, and severance. At-will employment is common in many states and allows employers to manage their workforce flexibly.

BFOQ: BFOQ stands for Bona Fide Occupational Qualification, which refers to a qualification or requirement that is essential for a particular job or occupation. Related terms include employment law, discrimination, and hiring. Employers can use BFOQs to justify hiring decisions that might otherwise be discriminatory.

Bullying: Bullying refers to the behavior of intimidating or harassing others in the workplace. Related terms include harassment, hostile work environment, and conflict resolution. Employers have a responsibility to prevent bullying and harassment in the workplace.

Career Development: Career development refers to the process of enhancing an employee's skills and knowledge to advance their career. Related terms include training, mentoring, and professional development. Employers can support career development by providing opportunities for training and education.

Collective Bargaining: Collective bargaining refers to the process of negotiating a contract or agreement between an employer and a union. Related terms include labor law, union contract, and negotiation. Collective bargaining allows employees to negotiate better wages and benefits with their employers.

Compensation: Compensation refers to the payment or reward provided to employees for their work. Related terms include salary, benefits, and bonus. Employers use compensation to attract and retain employees and to motivate them to perform well.

Conflict Resolution: Conflict resolution refers to the process of resolving disputes or conflicts in the workplace. Related terms include mediation, arbitration, and negotiation. Employers can use conflict resolution measures to resolve conflicts in a fair and efficient manner.

Constructive Discharge: Constructive discharge refers to a situation where an employee is forced to resign

due to intolerable working conditions. Related terms include termination, resignation, and hostile work environment. Constructive discharge can be considered a form of wrongful termination.

Contract: A contract refers to a binding agreement between an employer and an employee. Related terms include employment contract, collective bargaining agreement, and severance agreement. Contracts can outline the terms and conditions of employment, including job duties, salary, and benefits.

Copyright: Copyright refers to the exclusive right to reproduce or distribute original works, such as literary or artistic works. Related terms include intellectual property, patent, and trademark. Employers can protect their intellectual property by registering for copyright protection.

Crown Copyright: Crown copyright refers to the exclusive right of the government to reproduce or distribute original works, such as official publications. Related terms include intellectual property, copyright, and public domain. Crown copyright can restrict the use of government publications and data.

Data Protection: Data protection refers to the measures taken to safeguard personal data and prevent unauthorized access. Related terms include privacy, confidentiality, and security. Employers have a responsibility to protect employee data and prevent data breaches.

Disability: Disability refers to a physical or mental condition that limits a person's ability to perform certain tasks or activities. Related terms include disability rights, reasonable accommodation, and accessibility. Employers have a responsibility to provide reasonable accommodations to employees with disabilities.

Disciplinary Action: Disciplinary action refers to the measures taken by an employer to address employee misconduct or performance issues. Related terms include termination, suspension, and disciplinary procedure. Employers can use disciplinary action to manage employee behavior and performance.

Discrimination: Discrimination refers to the treatment of an individual or group unfairly or unequally based on a protected characteristic, such as race, gender, or age. Related terms include equal employment opportunity, harassment, and retaliation. Employers have a responsibility to prevent discrimination and harassment in the workplace.

Diversity: Diversity refers to the presence of different groups or individuals with unique characteristics, such as race, gender, or age. Related terms include inclusion, equity, and diversity training. Employers can promote diversity and inclusion by implementing diversity initiatives and training programs.

EEO: EEO stands for Equal Employment Opportunity, which refers to the principle of treating all employees fairly and equally regardless of their protected characteristics. Related terms include discrimination, harassment, and retaliation. Employers have a responsibility to promote equal employment opportunity and prevent discrimination and harassment.

Employee Assistance Program: An employee assistance program (EAP) refers to a program or service provided by an employer to support employees with personal or professional issues. Related terms include

counseling, coaching, and wellness program. Employers can use EAPs to support employee well-being and productivity.

Employee Handbook: An employee handbook refers to a document or guide that outlines the policies, procedures, and expectations of an employer. Related terms include employment contract, company policy, and employee manual. Employers can use employee handbooks to communicate their policies and procedures to employees.

Employment Contract: An employment contract refers to a binding agreement between an employer and an employee. Related terms include contract, collective bargaining agreement, and severance agreement. Employment contracts can outline the terms and conditions of employment, including job duties, salary, and benefits.

Employment Law: Employment law refers to the laws and regulations that govern the relationship between employers and employees. Related terms include labor law, employment contract, and workers compensation. Employers must comply with employment laws to avoid legal liability.

Equal Pay: Equal pay refers to the principle of paying employees equally for equal work, regardless of their protected characteristics. Related terms include discrimination, gender pay gap, and fair pay. Employers have a responsibility to ensure equal pay for equal work.

Equal Opportunity: Equal opportunity refers to the principle of treating all employees fairly and equally regardless of their protected characteristics. Employers have a responsibility to promote equal opportunity and prevent discrimination and harassment.

ERISA: ERISA stands for Employee Retirement Income Security Act, which refers to a federal law that regulates employee benefit plans. Related terms include pension plan, health insurance, and benefits administration. Employers must comply with ERISA to ensure that their employee benefit plans are administered fairly and lawfully.

Exit Interview: An exit interview refers to a meeting or survey conducted by an employer to gather feedback from an employee who is leaving the company. Related terms include termination, resignation, and severance. Employers can use exit interviews to gather insights and improve their retention strategies.

Fair Labor Standards Act: The Fair Labor Standards Act (FLSA) is a federal law that regulates employment practices, including minimum wage, overtime, and child labor. Related terms include labor law, wage and hour, and child labor laws. Employers must comply with the FLSA to avoid legal liability.

Family and Medical Leave Act: The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with unpaid leave for family and medical reasons. Related terms include leave of absence, family leave, and medical leave. Employers must comply with the FMLA to provide eligible employees with protected leave.

Grievance Procedure: A grievance procedure refers to the process or procedure used to address employee complaints or concerns. Related terms include appeal, hearing, and review. Employers can use grievance procedures to resolve employee complaints in a fair and efficient manner.

Harassment: Harassment refers to the behavior of intimidating or hostile behavior towards an individual or group. Related terms include discrimination, bullying, and hostile work environment. Employers have a responsibility to prevent harassment and bullying in the workplace.

Health Insurance: Health insurance refers to a type of insurance that covers medical expenses for employees and their dependents. Related terms include benefits administration, group health plan, and health insurance premiums. Employers can offer health insurance as a benefit to attract and retain employees.

Hostile Work Environment: A hostile work environment refers to a workplace where an employee is subjected to intolerable or hostile behavior. Related terms include harassment, bullying, and discrimination. Employers have a responsibility to prevent hostile work environments and ensure a safe and respectful workplace.

Human Resources: Human resources refer to the department or function responsible for managing employee relations, recruitment, and benefits administration. Related terms include personnel management, talent management, and HR management. Employers can use human resources to manage their workforce and improve employee engagement.

Immigration Reform and Control Act: The Immigration Reform and Control Act (IRCA) is a federal law that regulates employment eligibility and verification. Related terms include immigration law, employment eligibility, and verification process. Employers must comply with IRCA to avoid legal liability.

Inclusion: Inclusion refers to the practice of creating a welcoming and inclusive workplace where all employees feel valued and respected. Related terms include diversity, equity, and cultural competence. Employers can promote by implementing diversity initiatives and training programs.

Intellectual Property: Intellectual property refers to the rights and interests in creative works, such as patents, copyrights, and trademarks. Related terms include patent law, copyright law, and trademark law. Employers can protect their intellectual property by registering for patent, copyright, or trademark protection.

Job Description: A job description refers to a document or outline that describes the responsibilities and duties of a particular job or position. Related terms include job analysis, job evaluation, and performance management. Employers can use job descriptions to communicate expectations and requirements to employees.

Labor Law: Labor law refers to the laws and regulations that govern the relationship between employers and employees. Related terms include employment law, labor relations, and collective bargaining. Employers

must comply with labor laws to avoid legal liability.

Leave of Absence: A leave of absence refers to a period of time where an employee is absent from work due to personal or family reasons. Related terms include family leave, medical leave, and vacation time. Employers can offer leaves of absence to support employees with personal or family needs.

Mediation: Mediation refers to the process of resolving conflicts or disputes through the help of a neutral third party. Related terms include arbitration, negotiation, and alternative dispute resolution. Employers can use mediation to resolve conflicts in a fair and efficient manner.

National Labor Relations Act: The National Labor Relations Act (NLRA) is a federal law that protects employees' rights to organize and engage in collective bargaining. Related terms include labor law, collective bargaining, and union organizing. Employers must comply with the NLRA to avoid legal liability.

Negotiation: Negotiation refers to the process of reaching an agreement or settlement between two or more parties. Related terms include mediation, arbitration, and collective bargaining. Employers can use negotiation to resolve conflicts and reach agreements with employees or unions.

Occupational Safety and Health Act: The Occupational Safety and Health Act (OSHA) is a federal law that regulates workplace safety and health. Related terms include safety training, hazard communication, and workplace safety. Employers must comply with OSHA to ensure a safe and healthy work environment.

On-the-Job Training: On-the-job training refers to the process of training employees while they are working on the job. Related terms include training and development, apprenticeship, and mentorship. Employers can use on-the-job training to develop employee skills and knowledge.

Patent: A patent refers to a grant of exclusive rights to invent or discover a new invention or process. Related terms include intellectual property, copyright, and trademark. Employers can protect their inventions and discoveries by registering for patent protection.

Performance Management: Performance management refers to the process of planning, monitoring, and evaluating employee performance. Related terms include performance appraisal, performance evaluation, and goal setting. Employers can use performance management to improve employee performance and productivity.

Personnel Management: Personnel management refers to the function or department responsible for managing employee relations, recruitment, and benefits administration. Related terms include human resources, talent management, and HR management. Employers can use personnel management to manage their workforce and improve employee engagement.

Privacy: Privacy refers to the right of individuals to control their personal information and data. Related terms include data protection, confidentiality, and security.

Progressive Discipline: Progressive discipline refers to the process of addressing employee misconduct or performance issues through a series of steps or actions. Related terms include disciplinary action, termination, and performance management. Employers can use progressive discipline to manage employee behavior and performance.

Reasonable Accommodation: Reasonable accommodation refers to the adjustments or modifications made by employers to ensure that employees with disabilities can perform their job duties. Related terms include disability rights, accessibility, and inclusion.

Recruitment: Recruitment refers to the process of attracting and hiring new employees. Related terms include hiring process, job posting, and interview process. Employers can use recruitment to attract and hire the best candidates for their organization.

Retaliation: Retaliation refers to the act of punishing or penalizing an employee for exercising their rights or reporting a complaint. Related terms include discrimination, harassment, and whistleblower protection. Employers are prohibited from retaliating against employees who exercise their rights or report a complaint.

Retirement: Retirement refers to the process of leaving the workforce or ending one's career. Related terms include retirement plan, pension plan, and social security. Employers can offer retirement plans to support employees in their retirement planning.

Safety Training: Safety training refers to the process of educating employees on safety procedures and hazards in the workplace. Related terms include occupational safety, hazard communication, and workplace safety. Employers must provide safety training to ensure a safe and healthy work environment.

Severance: Severance refers to the payment or benefits provided to an employee upon termination of their employment. Related terms include severance package, termination pay, and outplacement assistance. Employers can offer severance packages to support employees during transition.

Sexual Harassment: Sexual harassment refers to the behavior of unwelcome or unwanted sexual advances or conduct. Related terms include harassment, discrimination, and hostile work environment. Employers have a responsibility to prevent sexual harassment and hostile work environments.

Social Security: Social security refers to the program or system that provides financial assistance to retirees, disabled individuals, and survivors. Related terms include retirement plan, pension plan, and benefits administration. Employers must comply with social security laws to ensure that employees receive their benefits.

Termination: Termination refers to the act of ending an employee's employment. Related terms include dismissal, layoff, and severance. Employers must follow procedures and laws when terminating an employee's employment.

Title VII: Title VII refers to the federal law that prohibits employment discrimination based on race, color,

religion, sex, or national origin. Related terms include discrimination, harassment, and equal employment opportunity. Employers must comply with Title VII to prevent discrimination and harassment in the workplace.

Trade Secret: A trade secret refers to a confidential or proprietary piece of information that is used in a business or industry. Related terms include intellectual property, confidentiality agreement, and non-disclosure agreement. Employers can protect their trade secrets by requiring employees to sign confidentiality agreements.

Training and Development: Training and development refer to the process of enhancing employee skills and knowledge to improve performance and productivity. Related terms include on-the-job training, apprenticeship, and mentorship. Employers can use training and development to improve employee performance and productivity.

Unemployment Compensation: Unemployment compensation refers to the benefits or payments provided to employees who have lost their jobs due to no fault of their own. Related terms include unemployment insurance, benefits administration, and job search assistance. Employers must comply with unemployment compensation laws to ensure that employees receive their benefits.

Union: A union refers to an organization or group of employees that represent their interests and negotiate with employers. Related terms include collective bargaining, labor law, and union contract.