



ONLINE COURSE SYLLABUS

Basic Employment Law Certification for Massachusetts Public Safety Management

INSTRUCTOR INFORMATION

Instructor:	Eric R. Atstupenas, Esq. General Counsel Massachusetts Chiefs of Police Association 353 Providence Road South Grafton, Massachusetts 01560
Virtual Office Hours:	By appointment (call 508-375-7793 or email legal@masschiefs.org)
Office Telephone:	(508) 375-7793
Emergency Telephone:	(508) 400-3726
E-mail:	legal@masschiefs.org

COURSE INFORMATION

Course Title:	Basic Employment Law Certification for Massachusetts Public Safety Management
Course Description:	This course is a certification-level course which will explore some of the basic, but vital, areas of employment law that public safety managers should be aware of to efficiently, effectively, and lawfully manage public safety employees in Massachusetts.
Course Objectives:	Students will gain a basic understanding of the basics of good faith bargaining under Chapter 150E, learn to deal with common employee leave scenarios, appreciate the basics of public employee

discipline, obtain a basic understanding of public employee freedom of expression, and learn common discrimination scenarios and practical guidance to avoid them.

The specific learning objectives for each module are listed under each module in the Course Outline.

Prerequisites:

Current or soon-to-be public safety managers. This is a general course appropriate for all students in this role.

General Course Structure:

The course will be delivered entirely online through Litmos, MPI's eLearning platform, and Zoom. Upon registration, you will obtain a username and password (if you do not have one already) to access the Litmos system and all the class content.

The general flow of the course will be as follows: Each week of the course, you will be able to access the pre-recorded training module on Monday at 8:00 a.m. EST. The pre-recorded training module may be anywhere between 1 to 2 hours and students must complete the associated multiple-choice assessment.

On Tuesday, you will be expected to virtually attend a live Q&A and discussion on that week's module. During this live discussion, students are encouraged to ask questions to the instructor and to one another to further their comprehension of that week's module. This live Q&A will begin each Tuesday at 4:00 p.m. and will remain open until 5:00 p.m.

After the live Q&A discussion, students will have access to that week's forum question. Students are expected to respond to the question on the forum by 4:00 p.m. EST on Wednesday of each week. Students are then expected to provide original and meaningful feedback to at least one (1) other students' post by 4:00 p.m. EST on Friday of each week.

Note that this schedule may change depending upon holidays. Be sure to look at the course calendar at the end of this syllabus.

Course Materials:

The course materials and reading materials for each module will be accessible under the “Additional References” section for each module on the MPI Litmos system. Students are expected to review the course materials for each module at their own pace for that particular week.

Course Requirements:

A computer and internet capable of utilizing MPI’s Litmos system and Zoom.

A webcam and microphone so that students can interact with the instructor and one another during weekly live Q&A and discussion sessions.

COURSE OUTLINE

Orientation: January 24, 2022

Topic:

Orientation

Learning Objectives:

- Students will get acquainted with the course and be operationally ready to begin substantive training the following week.
- Students will get all the information, materials, and resources needed to meaningfully participate in and succeed in this course.
- Students will learn how to access the course materials and utilize the LMS.
- Students will be able to understand the course expectations, including learning comprehension assessments.

Week 1 (Module 1): January 24 - 28

Topic:

The Basics of Bargaining

Learning Objectives:

- Students will be able to articulate the duty to bargain under Chapter 150E.

- Students will be able to explain the scope of bargaining, differentiating between mandatory and permissive subjects of bargaining.
- Students will be familiar with examples of Section 10(a)(5) violations.
- Students will be able to explain the process for implementing changes to policies, procedures, rules and regulations in their agencies.

Week 2 (Module 2): January 31 - February 4

Topic: Common Employee Leave Scenarios

- Learning Objectives:**
- Students will gain an understanding of the basics of the Family Medical Leave Act, the eligibility requirements, and reasons for qualifying leave.
 - Students will be familiar with other State laws pertaining to specific forms of leave.
 - Students will be familiar with injured on duty leave under Section 111F, medical payments, eligibility, and coverage.
 - Students will be familiar with the obligations under state and federal law for leave for military personnel.

Week 3 (Module 3): February 7 - 11

Topic: The Basics of Employee Discipline

- Learning Objectives:**
- Students will understand the basic concepts of, and authority to, discipline employees in Massachusetts.
 - Students will be familiar with the applicable appointment statutes for police personnel in Massachusetts.
 - Students will be able to identify the levels involved in progressive discipline.
 - Students will be able to articulate the standards of discipline which apply to probationary employees.

Week 4 (Module 4): February 14 - 18

Topic: The Basics of Public Employee Speech

Learning Objectives:

- Students will be familiar with how the First Amendment governs public employee speech.
- Students will be able to identify specific areas of public employee speech governed by the First Amendment and the applicable considerations.
- Students will articulate the tests and analyses applicable to public employee freedom of speech claims.

Week 5 (Module 5): February 21 – 25

Topic: Common Employment Discrimination Scenarios

Learning Objectives:

- Students will understand what employment discrimination is under the applicable federal and state laws.
- Students will be able to articulate common discrimination scenarios and what employers may do to avoid them.
- Students will understand the applicable legal standards for discrimination claims under federal and state law.

Finals Week

During this week, students will receive one final assignment, known as the final exam for this course. The final exam will require students to utilize much of the information that they have learned during the course to answer fully. The final exam will be posted on **Monday, February 28, 2022 at 8:00 a.m. EST** and will be **due by Friday, March 4, 2021 at 5:00 p.m. EST**. Students may refer back to course materials. The format of the response for the final exam will be described on the final exam.

EVALUATION AND GRADING

Grade Required for Certification:

In order to obtain the **Basic Employment Law Certification for Massachusetts Public Safety Management**, each students' learning comprehension will be evaluated and assessed. A

grade of seventy (70) percent is required to obtain this certification. If a student receives a grade of seventy (70) percent or higher, they will receive a PASS grade and receive the certification. If a student receives a grade of less than seventy (70) percent, they will receive a FAIL grade and will not receive the certification.

Evaluation of Student Performance Weighted as Percentages of the Total Grade:	Participation in Weekly Live Q&A / Discussion	25%
	Module Review Assessments	25%
	Module Forum Question & Discussion	25%
	Final Exam	25%

Earning Participation Points: Each week will contain an opportunity for you to engage with the instructor and your fellow students in one or more forums. Participation in these discussions forums is required and counts as part of your final grade.

To receive full participation points during the weekly live Q&A and discussion, you need to attend the session, ask at least one substantive question of the instructor before or during the session, and take part in the discussion. You will have the opportunity to earn up to 5 points for your participation in the weekly live Q&A and discussion. At the end of the course, this total will be multiplied by four (4) to determine this portion of your grade. The rubric below demonstrates how these points are distributed:

0 points	Did not log on
1 point	Submitted a question in advance, but did not log on
2 points	Logged in, but did not ask any questions and did not participate in the discussion
3 points	Logged in, asked unoriginal question and did not meaningfully participate in the discussion
4 points	Logged in, asked original question, but did not meaningfully participate in the discussion

5 points	Logged in, asked original question, and meaningfully participated in the discussion
----------	---

To receive full participation for the forum question and discussion, students are expected to post a substantive response by 5:00 p.m. EST on Wednesday of each week, and provide critical feedback to at least one (1) peers by 5:00 p.m. EST on Friday of each week. Students will have the opportunity to earn up to 5 points for participation in weekly discussion forums. At the end of the course, this total will be multiplied by four (4) to determine this portion of the grade. The rubric below demonstrates how these points are distributed:

0 points	No activity; did not respond to the forum and/or did not respond by the listed deadlines
1 point	Provided unoriginal feedback to peer and provided unoriginal response to the forum question
2 points	Provided meaningful feedback to peer, but provided unoriginal response to the forum question
3 points	Crafted an original response to forum question, but provided no feedback to peer
4 points	Crafted an original response to forum question, but provided unoriginal feedback to peer
5 points	Crafted an original response to forum question and provided original feedback to peer

Although I am not looking for you to meet a specific word count, I am looking for well thought-out and interesting contributions to the conversation. Simply posting a link to a resource or letting your classmate know that he/she did a "Great job!" will not result in full participation points. A substantive post is generally >100 words and introduces a new idea or is a meaningful response to another person's post. When responding to another person's post, please either 1) expand the thought,

2) add additional insights, or 3) respectfully disagree and explain why.

Module Videos

Students must view each module video in its entirety. Failure to do so will result in the student obtaining a 0 for all assignments during that week, regardless of whether they complete those individual assignments.

COURSE POLICIES

Illnesses & Anticipated Absences:

Students who are anticipating absences or who experience sudden illness or injury should speak with the instructor in order to obtain deadline extensions. Failure to do so, may result in a student receiving 0 points for any assignment missed.

Late Assignments:

Late assignments result in automatically lowered grades; therefore, it is to the students' advantage to turn them in on time. Students who have a situation that prevents on-time work, should turn in work in advance. Only the student is responsible for any failure of on-time submitting or posting of work at the course site.

Academic Honesty

Cheating or plagiarism will result in failure for the assignment and potential failure in the course. All work should be the student's own work, not someone else's.

Honor Code Statement:

The ways in which assessments in an online course are accomplished require that extra steps be taken to ensure that academic misconduct does not occur during them. As part of these extra steps, students are asked to indicate agreement with an honor statement on each major test in the course.

The student who participates in this course is expected to be the one who posts his or her own messages in the discussions, who takes the quizzes and tests. The student's work should be the result of the student's own efforts, not someone else's work. The student may consult the course reading materials and resources in completing these assignments. Each student also is expected

to not reveal the contents of quizzes and tests to anyone outside of this course.

Netiquette Guidelines:

Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

The following netiquette tips will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable.

JANUARY 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Orientation Session @ 0900 on Zoom Week 1 activated after Orientation Session concludes	25 Week 1 videos completed by 1600 Week 1 Live Q&A / Discussion @ 1600 on Zoom	26 Week 1 forum post due by 1600	27	28 Week 1 forum responses and assessment due by 1600	29
30	31 Week 2 activated @ 0800	1 Week 2 videos completed by 1600 Week 2 Live Q&A / Discussion @ 1600 on Zoom	2 Week 2 forum post due by 1600	3	4 Week 2 forum responses and assessment due by 1600	5

FEBRUARY 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31 Week 2 activated @ 0800	1 Week 2 videos completed by 1600 Week 2 Live Q&A / Discussion @ 1600 on Zoom	2 Week 2 forum post due by 1600	3	4 Week 2 forum responses and assessment due by 1600	5
6	7 Week 3 activated @ 0800	8 Week 3 videos completed by 1600 Week 3 Live Q&A / Discussion @ 1600 on Zoom	9 Week 3 forum post due by 1600	10	11 Week 3 forum responses and assessment due by 1600	12
13	14 Week 4 activated @ 0800	15 Week 4 videos completed by 1600 Week 4 Live Q&A / Discussion @ 1600 on Zoom	16 Week 4 forum post due by 1600	17	18 Week 4 forum responses and assessment due by 1600	19
20	21 Week 5 activated @ 0800	22 Week 5 videos completed by 1600 Week 5 Live Q&A / Discussion @ 1600 on Zoom	23 Week 5 forum post due by 1600	24	25 Week 5 forum responses and assessment due by 1600	26
27	28 Final Exam activated @ 0800	1	2	3	4 Final Exam due by 1600	5

MARCH 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28 Final Exam activated @ 0800	1	2	3	4 Final Exam due by 1600	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2