

**Workplace Law:  
Transactional Skills & Drafting  
FINAL Schedule of Readings and Assignments  
Module 1**

Class	Date	Problem	Topics	Assigned Reading	Activity/Deliverable
1	Th 1/22	<u>Exercise 1</u> : Class Policy	<u>Hour 1</u> -Introduction to the course -Employment law overview -The role of transactional skills in workplace law practice  <u>Hour 1</u> -Policy drafting exercise	<u>Background</u> -Glynn, etal. Employment Law, Intro, pp. xxv-xxxix -WPL Skills, Ch. 1 -Neumann, Transactional Lawyering, Ch. 1 -Arnow-Richman, <i>Employment as Transaction</i> , 39 SETON HALL L. REV. 447 (2009) (posted pages only)  <u>Documents (SKIM ONLY)</u> - UF-GAU <a href="#">Collective Bargaining Agreement, 2021-23</a> - NFIB <a href="#">Model Employee Handbook</a>	<b>In-Class:</b> Practice “employer” policy exercise
	<b>T 1/27</b>				<b>DUE:</b> Final Participation Policy
2	Th 1/29	<u>Module I</u> : Employer Handbook Revision	<u>Hour 1</u> -Participation policy review -Employment at will and the law of employer policies  <u>Hour 2</u> -Effective disclaimers -Revision strategy	<u>Background</u> -Transactional Lawyering, Ch. 3, §§ 3.1-3.3  <u>Law</u> <i>Woolley v. Hoffmann-La Roche</i> , 491 A.2d 1257 (N.J. 1985) <i>Muller v. Stromberg Carlson</i> , 427 So.2d 266 (Fla. App. 1983) <i>Conner v. Forest Acres</i> , 560 S.E.2d 606 (S.C. 2002) <i>Baril v. Aiken Regional Med.</i> , 573 S.E.2d 830 (S.C. App. 2002)  <u>Documents</u> -Prof. Skills Dev., Ch. 2 -Posted handbook text	<b>In-Class:</b> Group discussions and strategy session
	<b>T 2/3</b>				<b>DUE:</b> Draft/discipline termination policy revision

3	Th 2/5	Module I (cont'd)	<u>Hour 1</u> -Termination policy review -Ethical issues in policy revision  <u>Hour 2</u> -Modification of Employee Handbooks -Drafting client advice letters	<u>Law</u> <i>Rowe v. Montgomery Ward</i> , 473 N.W.2d 268 (Mich. 1991) (maj. op. only) <i>Demasse v. v. ITT Corp.</i> , 984 P.2d 1138 (Ariz. 1999) <i>Asmus v. Pacific Bell</i> , 999 P.2d 71, 78 (Cal. 2000) M.R.P.C. 2.1	<b>In-Class:</b> Group review of revisions
	<b>T 2/10</b>				<b>DUE:</b> Draft client letter
4	Th 2/12	Module I (cont'd)	<u>Hour 1</u> -Drafting client advice letters (cont'd) -Letter review  <u>Hour 2</u> Intro to Arbitration and/or Office hours	<u>Background</u> Trans. Lawyering, Ch. 9 Charles Calleros, Legal Method and Writing, Ch. 24, Advice Letters (posted)	<b>In-Class:</b> Group review of client letter
5	Th 2/19	<u>Exercise 2:</u> Arbitration Policy Review	<u>Hour 1</u> -The changing law of pre-dispute employment arbitration agreements  <u>Hour 2</u> <b>Guest speakers (tentative)</b>	<u>Law</u> <i>Chavarria v. Ralph's Grocery</i> , 733 F.3d 916 (9th Cir. 2013) <i>Nesbitt v. FCNH</i> , 811 F.3d 371 (10th Cir. 2016) <i>Hobby Lobby v. Cole</i> , 287 So.3d 1272 (Fla. App. 2020) Ending Forced Arbitration Act, 9 USC §§ 401, 402(a)  <u>Documents</u> -WPL Skills, Ch. 10 -Posted arbitration agreement text	<b>In-Class:</b> Advise & counsel client
	<b>M 2/23</b>				<b>DUE:</b> Final client letter & revision