

Management – Chapter 3 Key Words

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| 1. Age Discrimination in Employment Act | 8. Employment-at-will | 15. Rehabilitation Act of 1973 |
| 2. Americans with Disabilities Act | 9. Equal Pay for Equal Work Act | 16. Separation |
| 3. Arbitration | 10. Family and Medical Leave Act | 17. Taft-Hartley Act |
| 4. Bona fide occupational qualifications | 11. Hostile working environment | 18. Title VII of the Civil Rights Act of 1964 |
| 5. Collective bargaining | 12. Occupational safety and Health Act | 19. Unemployment insurance |
| 6. Discipline | 13. Progressive discipline | 20. Wagner Act |
| 7. Employee Retirement Income Security Act | 14. Quid pro quo | 21. Workers' compensation. |

- _____ A resignation, layoff, dismissal or retirement.
- _____ Action directed toward an employee for failing to follow organizational policies, procedures or rules.
- _____ Amendment to the Fair Labor Standards Act; same wages for women performing work equal to that performed by men. Differences allowed on basis of seniority, experience or education.
- _____ An attempt to better regulate private pension plans.
- _____ Employer can fire any worker not subject to a term employment contract for any reason or no reason.
- _____ Established in the NLRA
- _____ Extends the Civil Rights Act of 1964 to cover those with physical and mental disabilities
- _____ Form of sexual harassment involving some personnel action made dependent on sexual favors.
- _____ In very limited situations involving reasonable business necessity, allows an employer to legally discriminate on the basis of gender, national origin or religion.
- _____ Management of the firm and the representative of the employees' union come to an agreement regarding a work contract.
- _____ Part of the Social Security Act, for workers who without personal fault, become unemployed.
- _____ Parties in conflict will invite a 3rd party to aid in the resolution process
- _____ Prohibits discrimination against individuals over 40 years of age.
- _____ Prohibits discrimination in any form of employment based on race, color, religion, gender or national origin.
- _____ Provides coverage to employees who are incapacitated because of accidental injury, disease or death incurred while on the job.
- _____ Purpose is to ensure safe workplaces for employees and to establish safety and health standards for the workplace. 1
- _____ Requires employer to provide an eligible employee up to 12 weeks of unpaid leave during a 1-year period for medical emergencies for self or immediate family members.
- _____ Requires employers who participate in government contracts to make reasonable accommodation to employ and to promote qualified individuals with disabilities.
- _____ Series of steps that increase in the amount and type of punishment being administered.
- _____ Sets forth procedures for a union to follow to seek an election and to require an employer, if the union won the election, to recognize the union and thereafter bargain in good faith.
- _____ Workplace where frequent sexual-innuendo jokes or comments are permitted and/or tolerated.