

### Management – Chapter 3 Key Words

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