

## Employment Law For The Paralegal

The United Nations estimates that four billion people worldwide live outside the protection of the law. These people can be driven from their land, intimidated by violence, and excluded from society. This book is about community paralegals - sometimes called barefoot lawyers - who demystify law and empower people to advocate for themselves. These paralegals date back to 1950s South Africa and are active today in many countries, but their role has largely been ignored by researchers. *Community Paralegals and the Pursuit of Justice* is the first book on the subject. Focusing on paralegal movements in six countries, Vivek Maru, Varun Gauri, and their coauthors have collected rich, vivid stories of paralegals helping people to take on injustice, from domestic violence to unlawful mining to denial of wages. From these stories emerges evidence of what works and how. The insights in the book will be of immense value in the global fight for universal justice. This title is also available as Open Access.

Those who seek legal and paralegal jobs will find this book to be a rich resource. No matter what type of legal or paralegal work is sought, the reader will find outstanding samples of resumes and covers used by real people to obtain legal and paralegal jobs. Resumes and covers letters are included which will help newly minted lawyers or paralegals find their first jobs in their field. There are also sample resumes and cover letters which will be useful to the most experienced lawyers and paralegals in the profession. A bonus of this book is that it includes samples of paperwork involved in getting federal government jobs: specialized resumes and the federal resumix as well as the write-ups for the Knowledge, Skills and Abilities (KSAs) which are often required for government positions. This book will show legal-industry professionals how to maximize their career potential, get federal positions, and change fields if they want to.

An effective teaching and learning text, *Basic Labor and Employment Law for Paralegals* covers all the essential elements in depth and breadth in a rational three part structure. "Introduction to Labor and Employment Law" examines the historical development of labor and employment law in America alongside the nature of the employment relationship. "Labor-Management Relations in the Union Setting" shows how American labor law regulates labor-management relations and includes methods of selecting collective bargaining representatives, unfair labor practices by employers and unions, economic weapons in labor disputes and the formation and administration of labor contracts. "Employment Discrimination" deals with the various forms of discrimination and the methods and procedures of pursuing employment discrimination claims. To underscore concepts and ensure student understanding, each chapter features marginal definitions, fact scenarios illustrating the concepts, and questions about specific facts for the students to consider. Answers to the fact scenarios are included at the end of each chapter. Discussion questions and exercises are provided to help students apply the concepts, and engaging case excerpts give them

experience with case analysis. The Second Edition has been completely updated to include new material analyzing the Lilly Ledbetter Fair Pay Act of 2009, a federal statute amending the Civil Rights Act of 1964. Additional new material discusses the Genetic Information Nondiscrimination Act, a federal statute prohibiting employment discrimination on the basis of genetic information. Fresh case references and examples appear throughout the text. Hallmark features of Basic Labor and Employment Law for Paralegals: Covers all essential elements of United States labor and employment law in depth Divided into three sections o Introduction to Labor and Employment Law historical development of labor and employment law in America nature of the employment relationship o Labor-Management Relations in the Union Setting how labor law regulates labor-management relations methods of selecting collective bargaining representatives unfair labor practices by employers and unions economic weapons in labor disputes the formation and administration of labor contracts o Employment Discrimination various forms of employment discrimination in American law methods and procedures of pursuing employment discrimination claims Chapter pedagogy o marginal definitions o fact scenarios illustrating the concepts

The definitive text for new paralegal students, West's Paralegal Today provides the balanced coverage so many instructors demand. The extensive theoretical foundation is balanced with practical career information, coverage of substantive law, skill building activities, and the very latest in legal technology. All this is presented in full color with the carefully researched pedagogy shown to help the learning process for all kinds of students. A full range of paralegal topics is covered. In addition, a variety of student exercises is included so the instructor can customize student assignments to fit the requirements of his or her program. New to this edition is the coverage of environmental law, expansion of ethics and paralegal regulation, and computer-aided legal research. In addition, the text has been fully updated to reflect changes in law and trends in the paralegal profession. West's Paralegal Today reflects the excitement surrounding paralegal studies as we enter the new millenium. Modern, colorful, and visually attractive, this book brings the paralegal field to life. Students like the dynamic full-color photos and illustrations, as well as all of the real-world examples and high-interest features.

West's Paralegal Today

Employment Law

The Paralegal Job Hunter's Handbook

Practice and Procedures

Basic Labor and Employment Law for Paralegals

Hate your job? Ready to quit? Facing a layoff before you even have a chance to quit? Is your boss is a flaming jerk? Think you might have a lawsuit? If any of th scenarios apply to you, you are facing a crucial career moment. Mistakes and misinformation will cost you dearly. In Stand Up For Yourself Without Getting Fired, celebrated attorney Donna Ballman provides winning answers to these and

many more tough questions, such as: I think they're getting ready to lay me off. What can I do? My boss is creating a hostile environment. Can I sue? What does mean if I sign a paper saying I'm an independent contractor and not an employee? Am I exempt from overtime? Whether you're a recent college grad or an almost-retiree, newly employed or laid off after 20 years; gay or married with kids; janitor or CEO...Stand Up For Yourself Without Getting Fired will give you the specific and relevant advice you need to face any career-threatening situation...and come ahead. Of course, you could just say, "Screw you guys. I'm going home!" Addresses law and employment decisions with a management perspective. This text explains how to approach and manage legal employment decisions, and outlines specific legal framework in which management decisions are made. This book provides a comprehensive overview of the most important facets of employment law—with a focus on the impact of federal regulation. Throughout, reference is made to the particular federal statute that applies in a given situation. Features boxed examples and edited judicial decisions. Background of Employment Law. The Rise of Labor Unions and Labor Laws. The Depression and Early Federal Regulation. Discrimination Regulation: The Civil Rights Act and the ADEA. Employment Law and the Family. Protecting Workers with Disabilities: The Americans with Disabilities Act. Privacy Issues. Regulations for Preventing and Handling Sexual Harassment. Applying Employment Law to Human Resource Management. Employment Law in a Regulated Society. For Paralegals. Specifically designed and written for paralegal students, Basic Labor and Employment Law for Paralegals covers all of the essential elements of its subject in depth. With a logical three-part organization, and supported by dynamic pedagogy, you will find this concise paperback highly teachable and an asset to your student classroom experience. Basic Labor and Employment Law for Paralegals features complete coverage of basic Labor and Employment Law in the United States, developed for paralegal students manageable three-part organization : Part I. Introduction to Labor and Employment Law traces the historical development of labor and employment law in America and explores the nature of the employment relationship Part II. Labor-Management Relations in the Union Setting looks at how American labor law regulates labor-management relations, methods of selecting collective bargaining representatives, unfair labor practices by employers and unions, economic weapons in labor disputes, And The formation and administration of labor contracts Part III. Employment Discrimination treats various forms of employment discrimination in American law And The methods and procedures for pursuing employment discrimination claims dynamic pedagogy in every chapter, including: marginal definitions fact scenarios that illustrate the concepts covered in the text, accompanied by fact-analysis questions discussion questions and exercises that give students practice applying new concepts case excerpts that encourage analysis a detailed Instructor's Manual that includes the following elements in each chapter: additional fact scenarios, case excerpts, and readings quiz and exam questions more discussion questions and exercises suggested writing assignments

you expect timely, thorough coverage and complete teaching support, you'll want to take note of *Basic Labor and Employment Law for Paralegals*, specifically for you, paralegal students.

The Legal Team at Work

Internships Through Employment

Occupational Outlook Handbook

Career As a Paralegal

Community Paralegals and the Pursuit of Justice

An effective teaching and learning text, *Basic Labor and Employment Law for Paralegals* covers all the essential elements in depth and breadth in a rational three part structure. Introduction to Labor and Employment Law examines the historical development of labor and employment law in America alongside the nature of the employment relationship. Labor-Management Relations in the Union Setting shows how American labor law regulates labor-management relations and includes methods of selecting collective bargaining representatives, unfair labor practices by employers and unions, economic weapons in labor disputes and the formation and administration of labor contracts. Employment Discrimination deals with the various forms of discrimination and the methods and procedures of pursuing employment discrimination claims. To underscore concepts and ensure student understanding, each chapter features marginal definitions, fact scenarios illustrating the concepts, and questions about specific facts for the students to consider. Answers to the fact scenarios are included at the end of each chapter. Discussion questions and exercises are provided to help students apply the concepts, and engaging case excerpts give them experience with case analysis. The Second Edition has been completely updated to include new material analyzing the Lilly Ledbetter Fair Pay Act of 2009, a federal statute amending the Civil Rights Act of 1964. Additional new material discusses the Genetic Information Nondiscrimination Act, a federal statute prohibiting employment discrimination on the basis of genetic information. Fresh case references and examples appear throughout the text. Hallmark features of *Basic Labor and Employment Law for Paralegals*: Covers all essential elements of United States labor and employment law in depth Divided into three sections o Introduction to Labor and Employment Law historical development of labor and employment law in America nature of the employment relationship o Labor-Management Relations in the Union Setting how labor law regulates labor-management relations methods of selecting collective bargaining representatives unfair labor practices by employers and unions economic weapons in labor disputes the formation and administration of labor contracts o Employment Discrimination various forms of employment discrimination in American law methods and procedures of pursuing employment discrimination claims Chapter pedagogy o marginal definitions o fact scenarios illustrating the concepts

*Essentials of Paralegalism* is an introduction to this emerging legal field. It covers primary employment and regulatory issues, including

job-search strategies. The material teaches the basic skills paralegals will need when working in the field including interviewing, investigation and analysis at an introductory level. The More-On-the-Net feature provides addresses for Web sites that relate to the theme for each chapter, and analysis problems throughout promote analytical thinking skills needed on the job. Concrete examples from paralegal professionals' experience in the work setting give readers an insider's view of this profession.

**Employment Law: Private Ordering and Its Limitations, Fourth Edition** is organized around the rights and duties that flow between parties in an employment relationship. Through cases, detailed discussion of the facts, and accessible notes and questions, this book examines the laws that are intended to balance the competing interests and contractual obligations between employer and employee. The note materials also encourage students to think critically and creatively about how best to protect the interests of workers or employers. Practitioner exercises in planning, drafting, advising, and negotiating develop transactional lawyering skills. New to the Fourth Edition: Important Supreme Court and lower court cases in key areas including the scope of "employment," whistleblower and anti-retaliation protections, anti-discrimination laws, disability and other accommodations, noncompetition agreements, and mandatory arbitration clauses Addition of cases and note materials on hot topics including employment protections in the gig economy, workplace speech protections in a time of deep social and political conflict, the workplace implications of AI and other technologies, emergent privacy and cyber security issues, and innovations in accommodating workers' lives Updated problems and exercises Streamlined case and note editing Professors and students will benefit from: Comprehensive and deep coverage of key areas of workplace regulation Practical exercises in each chapter Note materials designed to provide both context and knowledge of emergent legal and social science scholarship Thematic consistency across chapters providing a unifying framework for the discussion of disparate topic areas

The American Bar Association examines the myriad responsibilities of legal assistants and paralegals in **The Legal Assistant's Complete Desk Reference**. This authoritative compendium provides the scope and definition of the proficient and successful legal assistant in six easy-to-use sections. Also included is a CD-ROM of sample forms and letters, a state-by-state resource guide, a glossary of common legal terms, and a thorough index.

**The Paralegal's Guide to Professional Responsibility**  
**Essentials of Paralegalism**  
**The Legal Assistant's Complete Desk Reference**  
**Legal Break-in**  
**Law and the Legal System**

"What makes **Business Law and Organizations for Paralegals** incredibly different than the other books in this field is that it covers a large variety of subjects important to corporate law, as well as the basics of corporate law, while doing so in a manageable number of pages and at an affordable price. The additional aspects covered in this book, which are of great importance to the practice of

corporate law, include employment law, intellectual property law, contracts, investing, the business entity as a litigant, and corporate ethics. This book could be used to teach those subjects, especially intellectual property, in addition to corporate law, thus reducing the necessity of students buying two books for two separate classes. Even if these subjects are not covered in additional classes, it is extremely important with the current economy to introduce students to a wide variety of subjects so as to increase their job prospects. For example, intellectual property is currently one of the fastest growing segments of our economy" --

Written by authors with extensive experience in placing paralegal students in successful internships and permanent jobs, *Internships through Employment: The Paralegal Job Hunter's Handbook* is the only text in the field to focus on internships and permanent employment. Divided into three sections -- internships, finding the right permanent job, and ensuring success in the workplace -- this concise handbook offers: practical information with a variety of samples including cover and thank-you letters, sample resumes, and sample job-hunting portfolio pages valuable advice not covered elsewhere, such as how to quit a job without burning bridges, how to interview by telephone, how to get around the "no reference" rule, how to respond to online job postings, as well as realistic advice on inappropriate workplace behaviors and ethical concerns a readable, accessible style Bouchoux and Sullivan, both with wide-ranging practical and teaching experience, have designed this outstanding text to be useful as a coursebook as well as a handbook: each chapter includes Web references, ethics tips, discussion questions, and sample assignments extensive appendices include job hunting resources, sample resumes, sample cover letters and other types of correspondence, and paralegal resources to help job hunters This book is part of a comprehensive teaching package that includes PowerPoint slides and an extensive Instructor's Manual featuring: sample syllabi Internship Timelines: What To Do When in Your Internship Program suggestions for in-class activities and projects for each chapter answers to discussion questions and Web Work questions advice on running a successful internship program numerous forms to be used in an internship program, including: Letter to Law Firm to Inquire About Internship Placement Internship Application Form Internship Contract Memo to Students Regarding Internship Policies Internship Assignment Form Internship Progress Report Evaluation Forms to be Used by Internship Supervisors Evaluation Forms to be Used by Student Interns Time Sheet/Daily Log \*Instructor's Manuals are a professional courtesy offered to professors only. For more information or to request a copy, please contact Wolter's Kluwer Law & Business at 800.529.7545 or [examcopy@wolterskluwer.com](mailto:examcopy@wolterskluwer.com).

The American Bar Association defines a paralegal, or legal assistant, as "a person...who is employed...by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible." Teens learn that a paralegal can specialize in distinct fields, including corporate law, criminal law, and environmental law. They investigate this faced-paced career, and understand the facets of the legal services industry. Besides outlining education requirements and training programs, this accessible volume covers professional responsibilities, ethic codes, kinds of employers, job searches, resume building, and work environments.

Succeed in your course and your career as a paralegal with **PARALEGAL TODAY: THE LEGAL TEAM AT WORK**. This updated Seventh Edition shows you how current technology and social media tools are used in practice, while helping you develop an understanding of the laws in our society, the importance of ethical and professional responsibility, and the skills needed to thrive in today's legal environment. Real-world examples, practical applications, ethical dilemmas, hands-on assignments, and an entire chapter on paralegal careers (with salary information) prepare you to meet the challenges of today's paralegal working environment. Important Notice: Media content

referenced within the product description or the product text may not be available in the ebook version.

Workers' Compensation Law

Basic Administrative Law for Paralegals

Paralegal Update

A Guide to Hiring, Managing, and Firing for Employers and Employees

Business Law and Organizations for Paralegals

Never HIGHLIGHT a Book Again Includes all testable terms, concepts, persons, places, and events. Cram101 Just the FACTS101 studyguides gives all of the outlines, highlights, and quizzes for your textbook with optional online comprehensive practice tests. Only Cram101 is Textbook Specific. Accompanies: 9780872893795. This item is printed on demand.

The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

Employment Law: A Guide to Hiring, Managing, and Firing for Employers and Employees, Fourth Edition is a practical text for undergraduate, graduate, and paralegal employment law, human resources, and business school courses. This unique book approaches each area from the perspective of both employees and employers. The balanced approach is organized to track the employer-employee relationship focusing on day-to-day hiring, managing, and firing practices. After an overview of discrimination laws and a discussion of different types of employment relationships the text moves chronologically from the recruitment of candidates through all aspects of employment to the conclusion of the employment relationship. Each chapter begins with clear chapter objectives. A list of key terms ends the chapter followed by basic questions to ensure students master the key concepts and fact patterns, which test student ' s ability to apply the concepts to workplace matters. These fact-based scenarios promote critical thinking and develop analytical skills. New to the Fourth Edition: New coverage of the balancing of employer and employee interests in regard to political expression and social media use Expanded discussion of employer and employee rights with respect to medical marijuana Focus on the heightened attention paid to policies related to workplace romances due to the #MeToo movement Enhancement of the materials related to the prohibition of sex discrimination and compensation discrimination materials, including the comparing and contrasting of employee rights under Title VII and the Equal Pay Act Introduction of Check it out! —a teaching tool based on real-life scenarios. These sidebars raise thought-provoking questions designed to initiate both legal and policy discussions and reinforce legal concepts and stakeholder considerations. Professors and students will benefit from:

Materials are chronologically organized and track the employer – employee relationship. Complicated information is presented in a clear and concise manner. Guidance from the very agencies that are ultimately responsible for the laws that regulate the employment relationship is included. Tackling of serious workplace matters is paired appropriately with the injection of humor to increase the attention of students and the likelihood that they retain the knowledge related to key concepts. Students who work in human resources, employment law are provided with sample forms, enforcement guidance, and workplace posters that they need to know. Practical information within the context of interviewing provides students with a wealth of information and issues that help them frame interview questions that are legally compliant. References to the most significant legal cases, as well as some lesser-known cases represent common themes. End-of-chapter questions ensure students master key concepts. Numerous fact patterns test whether students not only understand these concepts but also can apply them to workplace matters. These fact-based scenarios promote critical thinking and develop analytical skills so that the knowledge can be used by students. Key terms appear in the margins where a term is first introduced and in the glossary at the end of the book. This comprehensive glossary of key terms provides students with an additional opportunity to review important terms.

Designed to teach the basics needed to prepare students for any role in the legal system, Law and the Legal System engages students through the use of examples and practical applications of legal principles. Whether they are interested in pursuing legal careers as lawyers or paralegals, or political science careers, or criminal justice interests, students are provided a basic understanding of the law and how to find it. Mock trial experiences are encouraged, and each chapter involves the student in exercises that review understanding of legal terms and concepts. Six cases in an appendix illustrate basic concepts, and hypothetical cases showcase the inner workings of the judicial system in both criminal and civil cases. Internet sources, key terms, case excerpts, research assignments, review exercises and discussion questions help students reinforce the key concepts in each chapter, and suggested activities engage students in discovery projects. Thoroughly updated, the revised Third Edition expands coverage with new chapters on Legal Research and Writing, Tort Law, Contract Law, Family Law, Employment Law, and Equal Protection Law. Careful updating of information throughout the book includes refreshed Internet references to the text. Hallmark features of An Introduction to Law and Legal Studies in the United States: Solid overview of the system of law and government Readability, accessibility Provides the basics for any role in the legal system lawyer or paralegal career political science or criminal justice work Practical applications to engage students with legal principles mock trial experiences encouraged chapter exercises review legal terms and concepts activities engage students in discovery projects Five part structure, comprehensive coverage Basic Legal Concepts Substantive Civil Law Civil Law Procedure Criminal Law Procedure Administrative Due Process Six cases illustrate major basic concepts Explains difficult legal concepts in a reader-friendly format Hypothetical cases reveal workings of judicial system in both criminal and civil cases Differentiates civil, criminal, and administrative due process Discusses history as well as

contemporary state of law and current controversies Pedagogically rich Internet sources  
key terms case excerpts research assignments review exercises discussion questions

Thoroughly updated, the revised Third Edition presents: New chapters Legal Research  
and Writing Tort Law Contract Law Family Law Employment Law Equal Protection

Law Updated Internet references New material, brought completely up-to-date

Stand Up For Yourself Without Getting Fired

Civil Litigation

Labor and Employment Law in Arkansas

Phases, People, Terms, Paperwork, Processes

Bureaucracy in a Democracy

Immigration Law for Paralegals is an indispensable and practical guide on U.S. immigration  
citizenship and visa procedures for instructing and training students or anyone interested  
career as an immigration paralegal or legal assistant. This fourth edition updates and expands  
the third, including coverage of Provisional Unlawful Presence Waiver and DACA (Deferred  
Action for Childhood Arrivals). Contents of Immigration Law for Paralegals include:

interviewing, gathering information, case management and document preparation techniques  
analysis of temporary and permanent employment visas; analysis of family-based petitions  
political asylum and naturalization; as well as samples of completed applications, a glossary  
terms and useful appendices. Each visa category is set forth in a clear and concise manner  
real-life and hypothetical situations at the end of each chapter, allowing students to work on  
actual problems and issues that arise when processing a case. Further, in responding to  
hypothetical situations, students will look to the United States immigration statutes, regulations  
regulations and precedent and administrative policies to resolve issues. Additionally, each  
section contains a completed sample application, definition of legal terms, and exercises  
modeled after tasks paralegals may encounter on the job, including the preparation of  
petitions (Form I-130) and the adjustment of a status package (Forms I-485, G-325A,  
I-765, I-864A, and G-28). In keeping with the concise format of each chapter, excerpted  
Federal, AAO, and BIA decisions will be cited or footnoted where relevant. The Glossary  
Appendices include Immigration Law resources; USCIS Local, Regional and Service Center  
addresses; questions and answers for the naturalization exam; blank USCIS forms; Creed  
Evaluation sample request forms and a list of agencies; sample USCIS color photograph  
specifications, sample medical form (I-688); and IRS Individual Tax ID Number Request  
The fourth edition includes a CD with fillable PDF forms.

Never HIGHLIGHT a Book Again! Virtually all of the testable terms, concepts, persons, places  
and events from the textbook are included. Cram101 Just the FACTS101 studyguides contain  
the outlines, highlights, notes, and quizzes for your textbook with optional online computer  
practice tests. Only Cram101 is Textbook Specific. Accompanying: 9780766815339 .

This clear and up-to-date introduction to Administrative Law, written specifically for the  
paralegal, is a straightforward text that explains how administrative agencies are created  
they are structured, and how they function. Classroom tested through three editions,  
Administrative Law for Paralegals, Fourth Edition, offers not only a grounding in the basics of  
Administrative Law but practical advice for employment opportunities for paralegals in the  
field. This text is available in ebook format from the VitalSource Store. To download an  
ebook, you will need the free VitalSource Bookshelf software. DOWNLOAD NOW Among  
features that make this text such a reliable resource: thorough topical coverage and—f

administrative agencies are created to agency discretion, rules and regulations, clients rights, investigations, informal and formal proceedings, and judicial review numerous visual aids and learning tools—and such as charts and figures, examples, chapter summaries, and review questions end-of-chapter exercises and resources—including crossword fill-in-the-blank exercises, and lists of useful websites an electronic workbook on CD with the book—and providing ample opportunity for practice a chapter dedicated to paralegal and careers—and delving into career opportunities for paralegals in both the private and sectors New to the Fourth Edition: the electronic workbook has been thoroughly updated offers research exercises and guidance for accessing laws, rules, and agencies online text and “Paralegal Practice” boxes contain new topics, including retirement and immigration law updated forms This current, affordable text, directed exclusively at the paralegal, is an excellent choice for teaching your students the fundamentals of Administrative Law as providing them with a realistic, practical look at career opportunities.

Elder Law for Paralegals prepares students to assume a productive

Studyguide for Employment Law for the Paralegal by Peggy Kerley, ISBN 97807668153

Private Ordering and Its Limitations

Immigration Law for Paralegals

Get That Legal Secretary, Legal Assistant Or Paralegal Job!

Resolve Workplace Crises Before You Quit, Get Axed or Sue the Bastards

*Leslie provides a 20+ year paralegal's perspective on the skills needed to enter the legal secretary, legal assistant or paralegal fields. Descriptions of many different areas of law and associated skill sets are listed which allows the reader an insider's view into each position. Aside from the technical expertise required to succeed in this field, great information is provided regarding interview questions and answers, networking and much more!*

*A PARALEGAL IS A LAWYER'S RIGHT hand. Although paralegals cannot represent clients in court, paralegals do much of the same important legal work that lawyers do. Much of this work involves reading and writing - researching case histories, drafting subpoenas, analyzing court testimonies, or writing wills. There are also opportunities to interact with a wide range of people. Paralegals are often the first point of contact for clients. They also interview witnesses, attend court cases, communicate with police officers and judges, and negotiate with other law offices. Some people may consider the detail-oriented work mundane, but most paralegals find the world of the law exciting. It is loaded with opportunity with a wide variety of legal areas to choose from. Lawyers specialize in fields such as criminal, environmental, family, medical, corporate, and international law. Paralegals are needed in all of these same areas. Whatever your interests are, there is surely a career path to match. Getting started in this career is relatively easy. Although paralegals are involved in much of the legal process, they do not hold a law degree. Some paralegals have no more than a high school diploma. The majority, however, have an associate degree, bachelor's degree, or a certificate in paralegal studies. There are many programs available across the country that offer paralegal training that can help you fulfill the education requirements where you want to pursue your career. The pay*

for paralegals is good, especially when one takes into account the modest education required. The average yearly income is around \$50,000, although salaries can jump to as high as \$75,000 with experience or when working for a large firm in a metropolitan area. This is a great time to pursue a career as a paralegal. The job outlook is exceptional with employment growing by as much as 30 percent. If you want to build a career in the legal field, but do not want to invest the time and money to become a lawyer, consider paralegal work. The pay is good, the jobs are plentiful, and you can get started in a short period of time.

Designed for a one-semester course that covers the major aspects of law, the highly teachable *Contemporary Employment Law* explores the legal essentials of managing a modern workforce. The text identifies the differences between employees and independent contractors, then proceeds through the phases of hiring, promotion, and termination of employment. Modern employment issues covered include selecting employees; whistleblowing; immigration and nationality; covenants not to compete; confidentiality and trade secret agreements; current laws and regulations on pay, disability, and age discrimination; work-family conflicts; privacy; wage and hour laws; worker safety; and global employment. Each chapter features learning objectives, well-edited landmark cases followed by questions, abundant examples, management applications, "Focus on Ethics," Human Resource forms, and more. Students will learn to frame the issues that managers must identify in the workplace. The companion website offers online student support with resources, forms, quizzes, additional assignments, and extracts of pertinent statutes. The presentation has been streamlined, to make the Second Edition even more readable and accessible, thoroughly explaining basic concepts before moving to more complex material. More short cases and practice forms help students learn. New U.S. Supreme Court cases are briefed, including: *AT&T Mobility LLC v. Concepcion* (effect of the Federal Arbitration Act preemption of state laws restricting arbitration of employment claims), *Wal-Mart Stores, Inc. v. Dukes* (class action certification denied), *Thompson v. North American Stainless, LP* (third party retaliation claims against employers), *Staub v. Proctor Hosp.* (employer liable if non-decision maker with discriminatory bias influenced actions of unbiased decision maker), *Duryea v. Guarnieri* (employees right to exercise First Amendment rights), *Kasten v. Saint-Gobain Performance Plastics Corp.* (employee's oral complaint about FLSA violation has filed a claim), *Christopher v. SmithKline Beecham* (whether pharmaceutical salespeople are exempt under the FLSA), and *Perich v Hosanna* (rights of ministers against their churches). More than twenty new state and federal cases are covered, including *Rainey v. Domino's Pizza* (franchisor's liability for accident caused by franchisee's delivery person), *Does I-XI, Workers in China, Bangladesh, etc. v. Wal-mart Stores, Inc.* (foreign workers not intended beneficiaries of contracts with foreign suppliers over wages, hours, working conditions, and discrimination), *Neessen v. Arona Corp.* (Pregnancy Discrimination Act protects against refusal to hire women who are recently pregnant), *Kuebel v. Black &*

*Decker, Inc. ( ??? ), Hispanics United of Buffalo, Inc. v Carlos Ortiz (Facebook postings related to workplace conditions as a protected activity), Tides v. Boeing (Sarbanes-Oxley whistleblower protection does not extend to communications to the media), Nixon-Tinkelman v. New York City Dep't of Health and Mental Hygiene (expansion of duty of reasonable accommodation regarding transfer from a distant to a near work site), and Nichols v. Dancer (interests in workplace efficiency may outweigh employee's First Amendment rights). New statutes and regulations enacted since the first edition was published are explored, including Dodd-Frank Wall Street Reform and Act of 2010, Health Care Reform Act of 2010 and its regulations, employers duty to notify employees of their rights under the National Labor Relations Act (NLRA) through a notice mandated by the National Labor Relations Board, and the implementation of Genetic Information Nondiscrimination Act of 2008.*

*Detailed, need-to-know information for paralegals, legal professionals, and human resource professionals on the day-to-day aspects of employment law procedure and practice. In a straightforward, practical manner, Employment Law: Practice and Procedures prepares legal studies, paralegal, and human resource professionals for their first day on the job, armed with need-to-know, ready-to-apply information about employment law. Throughout the book, concepts and ideas combine with practical exercises to present material in a way that ensures retention and eases application of the job's duties and responsibilities. Each chapter focuses on daily assignments similar to work assignments in a law firm setting or human resources work environment, covers modern day trends in employment law, looks at expectations of supervising attorneys, and discusses interaction with prospective clients. Included are helpful learning aids to give the concepts real meaning to today's students, including Work Place Projects, Critical Thinking Questions, and case law in each chapter.*

*Careers as a Paralegal and Legal Assistant*

*Model Rules of Professional Conduct*

*Paralegal Today: The Legal Team at Work*

*Employment Law for Paralegals*

*Basic Labor and Employment Law For Paralegals*

Workersa Compensation Law provides an in-depth look at the day-to-day practice of this field while addressing theoretical aspects that form a critical foundation for this branch of law. Reviews how a worker's compensation case begins and explains activities involved in those cases, such as drafting petitions, presenting cases to an administrative law judge, and bringing an appeal. The theoretical basis of the material is laid out in easy to understand and enjoyable format reinforced with practical real-life examples. Although written with paralegal-specific information, the content includes information vital to anyone dealing with Workersa Compensation issues.

This is the eBook of the printed book and may not include any media,

website access codes, or print supplements that may come packaged with the bound book. Detailed, need-to-know information for paralegals, legal professionals, and human resource professionals on the day-to-day aspects of employment law procedure and practice. In a straightforward, practical manner, *Employment Law: Practice and Procedures* prepares legal studies, paralegal, and human resource professionals for their first day on the job, armed with need-to-know, ready-to-apply information about employment law. Throughout the book, concepts and ideas combine with practical exercises to present material in a way that ensures retention and eases application of the job's duties and responsibilities. Each chapter focuses on daily assignments similar to work assignments in a law firm setting or human resources work environment, covers modern day trends in employment law, looks at expectations of supervising attorneys, and discusses interaction with prospective clients. Included are helpful learning aids to give the concepts real meaning to today's students, including Work Place Projects, Critical Thinking Questions, and case law in each chapter.

*West's Paralegal Today: The Legal Team at Work*, fourth edition, makes the paralegal field come alive for the student. It uses real-world examples, offering practical application of each concept discussed, and further enhances this focus with hands-on activities throughout. The text gives the student a thorough introduction to not only the legal system in general, but to specific areas of the law and the paralegal's integral role as a member of the legal team. The student gains a comprehensive understanding of the laws in our society, the importance of ethical and professional responsibility, and the skills needed to thrive in this environment. Technology features, including spotlights on how technology is changing litigation, legal research, and overall office management, convey the importance of developing strong skills in this area. Paralegal Profiles and Featured Guests bring a personal touch to the material - as students learn how professionals truly work in each area of the law and how each skill directly translates on-the-job. Ethical dilemmas challenge the students to further understand their professional duties and critical thinking questions provide an opportunity to sharpen their proficiency. In this way, paralegal students learn not only about the substantive areas of the law, but how to excel as a professional in each one.

*CIVIL LITIGATION, International Edition* enables aspiring paralegals to quickly grasp the principles of litigation practice through practical, hands-on instruction. The Sixth Edition has been updated to include all recent advances in legal practice, including the use of electronically stored information (ESI) and e-forensics in the discovery process.

Updates to federal rules and procedures keep the Sixth Edition current and give the reader the most up-to-date information available. In addition, each chapter in CIVIL LITIGATION, International Edition includes an exercise that focuses on a single case, giving the reader the opportunity to work it from beginning to end, simulating an on-the-job experience. Plus, the Sixth Edition contains a number of sample legal documents, such as complaints, interrogatories and deposition summaries, as well as legal vocabulary indexes. Every chapter focuses briefly on the impact of technology on the litigation field, and also contains useful references to litigation-focused websites.

Manual on Employment Discrimination Law and Civil Rights Actions in the Federal Courts

Contemporary Employment Law

Advanced Employment Law

The Construction Project

A Handbook for Paralegals and Assistants

**This new text covers the history of employment law, wage and hour legislation, tort and breach of contract law, ADA, sexual harassment, discrimination, age discrimination, and employees' rights. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

**An Introduction to Law and Legal Studies in the United States**

**Studyguide for Employment Law for the Paralegal by Kerley, Peggy**

**Elder Law for Paralegals**

**Employment Law for the Paralegal**

**Real-resumes for Legal and Paralegal Jobs**