



ASA Certification

Video Module Study Tool Workbook

Participant Name

Company

American Staffing Association

Overview

Welcome to the ASA Certification Video Module Study Tool workbook.





This program is designed to complement individual study or assist a group in preparing for the Certified Staffing Professional[®], Technical Services CertifiedSM, or Certified Health Care Staffing Professional[®] exam. The ASA Certification Video Module Study Tool focuses on federal employment law issues only. ASA certification programs require staffing professionals to demonstrate knowledge of both federal and state employment and labor law. CSP[®], TSCSM, and CHP[®] candidates should review other ASA certification study resources in conjunction with the use of this program in preparation for the exam. In addition, CSP, TSC, and CHP candidates should review the ASA Code of Ethics and Good Practices.



The program consists of four modules as outlined below. Each module outlines a variety of activities that can be facilitated approximately in a 1.5 hour preparation meeting per module.

1. Discrimination and Workplace Harassment.....Page 5
2. Wage and Hour, and Immigration and I-9.....Page 14
3. Drug Testing, Hiring, and Employee Handbooks.....Page 22
4. Workplace Safety, Family Medical Leave Act, and Worker Classification.....Page 33

Facilitation Guidelines

Each module includes prereading, a kickoff activity, a course recording, discussion questions, scenarios, and knowledge check questions. The materials are flexible and can be used in a variety of ways. Facilitation suggestions for each activity are listed below.

<p>Prereading</p> 	<p>The beginning of each module identifies associated chapters in the books:</p> <ul style="list-style-type: none"> ▪ <i>Co-Employment: Employer Liability Issues in Third-Party Staffing Arrangements</i> (8th Edition) by Edward A. Lenz, Esq. ▪ <i>Employment Law for Staffing Professionals</i> (13th Edition) by American Staffing Association <p>Instruct participants to review the identified chapters prior to attending the meeting.</p>
<p>Kickoff Activity</p>  <p><i>Approximate time per module: 10 minutes</i></p>	<p>Each module begins with a kickoff activity, which should be conducted prior to viewing the recording.</p> <p>Break participants into two groups. Instruct participants to answer the module slide questions as a group. Participants should document responses to each question in their workbook.</p> <p><i>Note: To reduce meeting time, this activity can be assigned to participants as prework to be completed prior to the meeting.</i></p>
<p>Recording</p>  <p><i>Approximate time per module: 20 minutes</i></p>	<p>There are four modules of this Certification Video Modules Study Tool—featuring ASA general counsel, Stephen Dwyer and ASA assistant general counsel, La Tanya James-Rouse.</p> <p>After participants have documented their answers to the questions, play the corresponding module recording. The correct answers are revealed in the recording. Instruct participants to document the correct answer as appropriate. Following the recording, it is suggested that a facilitator debrief the class by discussing slide questions answered incorrectly.</p> <p>To view the recording: To review the recordings online, visit americanstaffing.net/videomodulestudytool. Click on the title of the Module to view. You will see the slides loading onto your screen, and the recording will begin playing.</p> <p>Once started, you can advance to different sections of the module, pause, stop, and start the recording by clicking on the appropriate features.</p>
<p>Case Study</p>  <p><i>Approximate time per module: 20 minutes</i></p>	<p>Each module contains two case studies. Following the recording, break participants into two or four groups if the meeting is large. Assign each group a case study. Instruct participants to read their assigned case study and answer the associated questions as a group. Allow 5-7 minutes. Instruct each group to present their case and answers. Compare the group's answers to the answer key contained at the end of the module.</p>

<p>Discussion Questions and Scenarios</p>  <p><i>Approximate time per module: 15 minutes</i></p>	<p>The case study is followed by discussion questions and scenarios. These can be delivered either in a Q&A style with the entire class or distributed among breakout groups following the same format as the case studies.</p> <p>After the questions have been answered, compare the class's answers to the correct answers located in the answer key at the end of the module.</p>
<p>Knowledge Check Questions</p>  <p><i>Approximate time per module: 15 minutes</i></p>	<p>Each module ends with 15 knowledge check questions. An answer key is located at the end of each module.</p> <p>There are two suggested facilitation methods for using these questions.</p> <ol style="list-style-type: none"> 1. Knowledge Check Quiz: At the end of the study session pass out the knowledge check questions to participants. Instruct participants to answer each question individually. After all participants have completed the knowledge check, review the correct answers as a large group. 2. Game Format—Knowledge Check Challenge: Break participants into two groups forming two lines. Alternate asking the individual at the front of the line a knowledge check question. Each correct answer earns the team one point. For each incorrect answer, the team's score is reduced by one point. After each individual answers, he or she moves to the back of the line. The group with the most points wins the knowledge check challenge.



Module 1:

Discrimination and Workplace Harassment

Prereading Prior to the module, participants should review:



- *Co-Employment: Employer Liability Issues in Third-Party Staffing Arrangements* (8th Edition) by Edward A. Lenz, Chapter 2
- *Employment Law for Staffing Professionals* (13th Edition) by American Staffing Association, Chapters 1 & 2

Instruct participants to review these chapters prior to attending the meeting.



Module 1: Kickoff Activity and Recording

Prior to viewing the recording, review each of the following questions and select your answers. Then compare your answers to the correct answers revealed on the recording. An explanation for each answer will be given in the recording.

Discrimination

1. You just learned that a temporary employee has filed a discrimination charge against your company. You believe it must have been a misunderstanding. What should you do?
 - a. For damage control purposes, reassign the temporary employee immediately
 - b. Continue to place the employee as if she had not made the discrimination charge
 - c. Refrain from placing the employee until the charge has been resolved
 - d. Continue to place the employee, but protect your customers by letting them know that the employee has filed a charge
2. Your staffing firm has 25 internal employees and over 150 temporary employees per year. Do you have to complete an EEO-1 report?
 - a. No
 - b. Yes
 - c. Only if the firm is a government contractor
 - d. What's an EEO-1 report?
3. Which of the following generally is not a BFOQ?
 - a. Religion
 - b. Age
 - c. National origin
 - d. Sexual orientation



Watch recording



Module 1: Case Studies

Review the case studies below and answer the associated questions.

Case Study 1

FedCo Staffing is a large staffing firm employing thousands of people across the U.S. ABC Co. is FedCo Staffing's client.

Joanne is a temporary employee who has been placed by FedCo Staffing to work at ABC Co. Joanne called her staffing coordinator at FedCo Staffing and expressed that she feels she has been sexually harassed.

1. What are the two types of sexual harassment?
2. Would FedCo Staffing and ABC Co. typically be considered joint employers regarding issues of workplace harassment?

Module 1: Discussion Questions and Scenarios

Discussion Questions

1. What are the four major antidiscrimination laws?
2. How many employees must an employer have to be covered under Title VII?

Module 1: Knowledge Check

Answer each of the following questions as true or false.

1. _____ Generally, the client and staffing firm are considered co-employers regarding equal employment opportunity issues.
2. _____ Generally, both staffing firms and their clients have obligations under the law regarding workplace harassment.

Module 1—Answer Key

Case Study—Answers

Case Study 1

1. The two types of sexual harassment are hostile work environment and quid pro quo.
2. Yes. Typically FedCo Staffing and ABC Co. would be considered joint employers for issues of workplace harassment.