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*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

## **COURSE SYLLABUS, Fall 2018 Administration – PSA 550**

**Group Y – Chicago**

**Instructor:** Richard A Wedgbury

**Course Dates:** Oct 25; Nov 1,8,15,29; Dec 6, 13, 2018

**Course Course Times:** Thursday 9:00 AM - 1 PM (East West Campus) 829 S. Wabash 6<sup>th</sup> Fl Conf Rm Chicago, IL 60605; and 6:00 PM - 10:00 PM (Chicago Police Academy), 1300 W Jackson Blvd, Chicago, IL 60607

**E-mail:** [rwedgbury@ccsj.edu](mailto:rwedgbury@ccsj.edu)

**Instructor Background:** Richard Wedgbury is a retired 32 year veteran of the Chicago Police Department has served as Commander of the Chicago Police Department's Personnel Division from 1990 – 1995 and Commander of the Management and Labor Affairs Section from 1995-1999. He has been an adjunct professor For Calumet College of St. Joseph since 2000. Richard has a Master's Degree in Social Justice from Lewis University and has attended numerous seminars and in service training programs in the field of Personnel Administration.

**Course Description:** The course is designed to assist public safety administrators in public safety administration. The course will focus on employee recruitment, hiring, retention, discipline, development and assessment of public safety employees. The rights of employees and obligations imposed upon administrators by the US Constitution and applicable federal and state statutes, and/or local ordinances and collective bargaining agreements will be discussed. Students will be required to complete assignments applying principles learned in class and to make recommendations for improving the personnel administration of their agency.

**Textbooks:** Riley, Dennis D., Public Personnel Administration, 2<sup>nd</sup> Ed, Longman Pub, (2002)  
Atchinson, Will., The Rights of Law Enforcement Officers, 7<sup>th</sup> Ed, Labor Relations Information Systems (2015)

**Course Objectives:** The goal of this class is to help Administrators deal with the most important asset of any organization, its personnel. The Course will focus on mastery of the following competencies:

1. Develop an awareness of the historical development of personnel practices in the public sector, and develop an understanding of the responsibility of administrators to comply with legal and ethical requirements in the field of human resource management.
2. Develop techniques to recruit, screen, and select qualified candidates for positions in law enforcement.
3. Utilize job analysis and evaluations to determine the knowledge, skills, and abilities required for each rank and appropriate levels of compensation for positions in law enforcement.
4. Develop appropriate evaluation measures for law enforcement employees.
5. Review Current Federal and Local statutes regarding proper compensation – FLSA.
6. Conduct disciplinary investigations consistent with a Just Cause standard and consistent with employee rights afforded by the US Constitution, Federal State and Local statutes and applicable Collective Bargaining Agreements.

**Assessment:** The instructor will evaluate Students: on class attendance, class participation and discussion, tests, and satisfactory completion of assignments. Grades will be assigned on the basis of classroom participation, attendance, and work performed on tests and written assignments.

### **Learning Outcomes/Competencies**

1. Students will learn about the historical development of Public Personnel Administration and the origins of the Civil Service system employed by Public Safety Department. Students will review current Federal, State and Local statutes as they impact the area of Human Resources. Students will develop an understanding of how these statutes and Court cases impact the way their Departments deal with their most valuable resource, their personnel. This understanding will be accomplished through lecture and in class discussions with the students.
2. The development of effective recruitment, hiring and promotion practices will be discussed and students will learn the importance of conducting job related, valid and reliable hiring and promotion procedures. Utilizing their current rank/position students will be required to identify the tasks performed for that position and then identify the requisite knowledge, skills and abilities required to effectively perform those tasks. This will be done through the submission of a written assignment listing 5 tasks performed by that position and the knowledge, skills and abilities necessary to accomplish this task. By completing this assignment students should be better prepared to compete in promotional examinations and gain an understanding of how promotional examinations are developed.
3. Students will learn that Public Personnel Administration is a product of over a century of scientific and academic study leading to legislation dealing with all aspects of Human Resource Management. The field of Human Resource Management has also been significantly impacted by U.S. Supreme Court and state court decisions. Students will be introduced to significant legislation such as the Civil Rights Act of 1964, the Age Discrimination in Employment Act, The Americans with Disabilities Act, the Fair Labor Standards Act, and Civil Service laws. Students will be required to research and prepare an in class oral presentation on an assigned court case of consequence dealing the courts' interpretation of Human Resource Legislation.

4. The discipline of Public Safety personnel will be discussed in depth and the rights of law enforcement officers established by legislation, collective bargaining agreements and US Supreme Court and State Court decisions will be examined. Several court cases of consequence will involve students making oral presentations in class. Students are expected to develop an understanding of the disciplinary process as it involves them and those that they may supervise now or in the future.
5. Collective bargaining in the public sector will be discussed. Students will learn about the collective bargaining process, ways to resolve impasses and what rights may be afforded to them as a result of their collective bargaining agreement. Students will be required to complete a written assignment dealing with the disciplinary process for their department and specifically what rights are granted to them by department directives or their Collective Bargaining Agreement.
6. Student will learn about the Fair Labor Standards Act and how that act impacts their pay.

**Learning strategies:** The course will rely on lectures, in class discussions and assigned court case research which the student will use as the basis for an in-class presentation on the importance and relevance of the court case finding for this class.

**Experimental Learning Opportunities:** Students will be required to research an assigned court case of consequence and make a presentation in class on the case. The research is designed to acquaint the student with the process of finding court cases based upon appropriate citations and then understanding the decision well enough to make an oral presentation on the finding in class.

**Tests:** A Mid Term examination will be administered on the fourth (4<sup>th</sup>) week of class and a final examination will be administered on the seventh (7<sup>th</sup>) week of class. Each test will be worth 20% of the final grade. Tests will be based upon readings assignments and class lectures.

**Missed Test:** A missed test may only be made up with the advance permission of the instructor.

**Late Submissions:** Late submission of one assignment will be penalized by deducting 33% of the possible points for the assignment. E.g. a 15-point assignment will be penalized 5 points. Late submission of more than one assignment will be penalized by deducting 50% of the total possible points for the second and subsequent late assignments. No assignments will be accepted more than 8 days beyond their due date. The final assignment will not be accepted more than 2 days after completion of the course. Assignments may be attached to an e mail addressed to: [cmdrwedg@yahoo.com](mailto:cmdrwedg@yahoo.com); or [rwedgbury@ccsj.edu](mailto:rwedgbury@ccsj.edu) ; the attachment must be in Microsoft Word, Corel Word Perfect or PDF format – no other format is acceptable.

**Grading Scale:** *Students will be assigned a final grade in this course using the following point values:*

A =	90-100 points
B =	80-89 points
C =	70-79 points
D =	60-69 points
F =	59 points or less

*Points will be earned in the following manner:*

Attendance & participation:	14 points
Mid Term Test	25 points - Given 4th week of Class
Final Examination	25 points - Given 7 <sup>th</sup> week of Class
Assignment Number 1	12 points - Due 4th week
Assignment Number 2	12 points – As assigned
Assignment Number 3	12 points - Due 7th week

**Extra Credit:** There is no provision for extra credit.

## RESPONSIBILITIES

**Class Policy on Attendance:** You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have **more** responsibilities to keep up and meet the objectives of this course. Prompt and complete attendance in class is absolutely essential. It is the responsibility of the student to notify the instructor when a class will be missed. If the student misses more than two sessions, the student may be administratively withdrawn from the module.

Students are expected to be on time for class. Students who are more than thirty minutes late for class without an acceptable excuse will be deemed to have missed that class. Students who arrive fifteen minutes – thirty minutes after class begins will be penalized 1 point.

**Class Policy on Assignments:** Several out of class assignments will be given during this course. Students will be expected to do their own work and to submit the required assignments on time.

**Written Assignments:** Written assignments will be due on the fourth, fifth and seventh week of class and will be worth 45 percent of the total grade.

**Instructor Availability:** The instructor will be available to meet with students after class for as long as necessary to provide additional assistance to students who desire additional help.

**CCSJ Student Honor Code:** The course asks student to reaffirm the CCSJ Student Honor Code:

I, as a student of Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect pledge to:

Continuously embrace **honesty and curiosity** in the pursuit of mutual educational goals;

Avoid all behaviors that could impede or distract from the academic progress of myself or others members of my community;

Do my own work with **integrity** at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;

Do my utmost to act with commitment, inside and outside of class, to achieve the goals and **mission** of Calumet College of St. Joseph

**Using Electronic Devices:** Electronic devices can only be used in class for course related purposes. If you text or access the internet for other purposes, you may be asked to leave, in which cases you will be marked absent.

**Participating in Class:** You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class, you may be asked to leave, in which case you will be marked absent.

**Doing Your Own Work:** If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.

Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods in the CCSJ Specker Library. Web page:  
<http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite>

**Sharing Your Class Experience:** At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are **essential** to your ongoing efforts to ensure you have a great experience that leaves you well prepared for the future. Take the time to complete your course evaluations – we value your feedback.

**Withdrawing from class:** After the last day established for class changes has passed (see the College calendar in your CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.

## RESOURCES

**CCSJ Book Rental Program:** The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of class. At the end of the semester, simply return the books. For students in the accelerated programs and graduate programs books will be delivered to their homes and they can return them by mail. For more information see: [www.ccsj.edu/bookstore](http://www.ccsj.edu/bookstore). **All books must be returned at the end of the semester or you will incur additional fees which will be charged to your student account.**

**Student Success Center:** The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219-473-4287 or stop by the Library.

**Student Assistance Center:** Through a partnership with **Crown Counseling**, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information contact Kerry Knowles SAP counselor at 219-663-6353 (office), 219-413-3702 (cell) or [kerryk@crowncounseling.org](mailto:kerryk@crowncounseling.org).

**Disability Services:** Disability Services strives to meet the needs of all students by providing academic services in accordance with the Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.

## COURSE SCHEDULE

**Week One:**

1. Introduction - review of syllabus & course outline
2. Chapter1 - Public Personnel Administration
  - a. Public Personnel Administration in Context

**Week Two:** Assignment #2 Griggs v. Duke Power Plant; Us v. City of Chicago, Petit v. City of Chicago, Grutter v. Bollinger, Gratz v. Bollinger, Bakke v. California and Fisher v. U of Texas due.

Chapter 2 Equality in Workplace - From Fighting Against Discrimination to Fighting for Diversity

Chapters 13,14, Rights of Law Enforcement Officers

- a. Employment Discrimination
- b. ADA, FMLA & Other Federal Workplace laws

**Week Three:** Assignment #2: Pickering v. Bd of Ed and Garcetti v. Ceballos due

Chapter 4 & 6– Public Personnel Administration

- a. Responsibilities of Government Officials
- b. Job Analysis and Evaluation

Chapters 9, 10, 11, 12,- The Rights of Law Enforcement Officers

- a. Freedom of Speech
- b. Freedom of Association
- c. Political Activity
- d. Religion

**Week Four:** Assignment #1 Due- Job Analysis and Evaluation

Chapter 7- Public Personnel Administration

- a. Recruitment & Selection

**MID TERM EXAM**

**Week 5:** Chapter 5,8 Public Personnel Administration

- a. Collective Bargaining
- b. Performance Evaluation

Chapter 2 The Rights of Law Enforcement Officers

- a. Collective Bargaining

**Week Six:** Assignment #2: Garrity v. New Jersey, Gardner v. Broderick, Ill v. Carey, Loudermill and Weingarten due

Chapter #3 – Public Personnel Administration – Rights of Government Employees

Chapters 3,4,5,6,7 – The Rights of Law Enforcement Officers

- a. Discipline standards
- b. Discipline Appeals & Arbitration
- c. Garrity, Weingarten, Loudermill & other rules
- d. Brady Rule
- e. Bill of Rights

**Week Seven: Final Exam** Assignment #2: Garcia v. San Antonio Met Tran Bd and Leahy v. City of Chicago due  
Assignment #3 Due - Disciplinary System  
Chapter 3, 9 – Public Personnel Administration  
a. The Rights & Needs of Government Employees  
b. Compensation  
The Rights of Law Enforcement Officers Chapters 8,15,16  
a. Privacy  
b. Workers Compensation & Right to Safe Working Environment  
c. FLSA

**NOTE: Assignment #2 – Court Cases will be due on the class session indicated on the handout: For Example Grigg v. Duke Power Plant and other cases listed for the second week of class will be due 2<sup>nd</sup> week of class. Pickering and Garcetti due the 3<sup>rd</sup> week of class; Garrity, Gardner, etc will be due the 6<sup>th</sup> week of class and Garcia and Leahy due the 7<sup>th</sup> week of class**

**CCSJ Alerts:** Calumet College of St Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this service annually on the College's website at: [www.ccsj.edu/alerts/index.html](http://www.ccsj.edu/alerts/index.html).