

CFM CAREER MANAGEMENT: CM.4 WORKPLACE REGULATIONS

Understanding Employee Rights, Responsibilities, and Workplace Discrimination

Detailed practice, calculation, decision-making, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Plan
YOUR CHALLENGE Analyze fictional workplace conduct, separate unfairness from a possible rights issue, document facts, and choose a safe response.			

New York CFM Connections: Employee Rights, Collective Bargaining, and Worker Protection Systems

Young workers have rights and responsibilities. They should follow legitimate workplace rules, perform assigned work safely, communicate respectfully, protect confidentiality, and report concerns honestly. Not every conflict or unfair decision is unlawful discrimination, so students must identify facts, avoid diagnosing motives, and use current official guidance.

Term	Student-friendly meaning
Discrimination	Unfair employment treatment based on a characteristic protected by applicable law.
Harassment	Unwelcome conduct that may violate law or policy in stated circumstances.
Retaliation	Punishment for reporting or participating in a protected process.
Accommodation	A change that supports equal access under applicable requirements.
Documentation	A factual record of dates, words, actions, witnesses, and responses.
Escalation	Using an authorized person or process to address a concern.
CLASSROOM USE All people, employers, figures, brackets, and documents in this packet are fictional. Never place a real Social Security number, employer ID, bank number, or tax document in classroom work.	

Part 1 - Classify Workplace Situations

Review fictional scheduling, harassment, discipline, accommodation, and wage scenarios.

Scenario	Workplace issue	Possible rights/policy question	Missing facts
Schedule changed			
Repeated identity-based comments			
Discipline after complaint			
Requested job adjustment			
Missing wages			
Personality conflict			

Do not make a legal conclusion from one sentence.

Part 2 - Match Questions to Reliable Sources

Choose employer policy, supervisor/HR, NYSDOL, EEOC, NYS human-rights agency, or another official channel.

Question	Best starting source	Why	Information to record
Pay problem			
Harassment/discrimination			
Safety			
Accommodation			
Retaliation			
Internal policy			

Current jurisdiction and deadlines must be verified.

Part 3 - Write an Objective Incident Record

A supervisor states, “People from your neighborhood are unreliable,” then removes a student from the schedule.

Record field	Objective entry
Date/time	
Location	
Exact words/actions	
Schedule evidence	
Witnesses	
Report made	
Requested follow-up	

Record observable facts; do not secretly record conversations where prohibited.

Part 4 - Compare Response Options

Compare ignoring, public confrontation, private clarification, trusted-adult support, internal reporting, and official agency inquiry.

Option	Possible benefit	Risk	When appropriate
Ignore			
Public confrontation			
Private clarification			
Trusted support			
Internal report			
Agency inquiry			

Immediate danger requires emergency/safety procedures.

Part 5 - Create a Rights-and-Responsibilities Action Plan

Write a 150–200 word safe, factual, non-retaliatory response.

Plan element	Action/evidence
Known facts	
Missing facts	
Employee responsibility	
Documentation	
Internal route	
Official source	
Privacy	
Follow-up date	

This classroom plan is not legal advice.