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QUESTION 1

OSHA has identified six standards that apply to almost all general industry employers. All of the following are standards as defined by OSHA that apply to employers except for which one?

- A. Emergency action plan standard
- B. Equity pay standard
- C. Exit routes standard
- D. Fire safety standard

Correct Answer: B

Payment of employees is not something covered by OSHA so this choice is incorrect. The six standards as defined by OSHA are hazard communication standard, emergency action plan standard, fire safety standard, exit routes standard,

walking/working surfaces standard, and the medical and first aid standard.

Answer option C is incorrect. The exit routes standard is one of the six standards defined by OSHA. Answer option D is incorrect. The fire safety standard is one of the six standards defined by OSHA. Answer option A is incorrect. The

emergency action plan standard is one of the six standards defined by OSHA.

QUESTION 2

Your organization has 80 full-time employees. Management has recently informed you that they have sold their business and they'll be releasing all employees in the organization. Based on the Worker Adjustment and Retraining Notification Act of 1988, how many days must management give in writing to the employees of this organization before the mass layoff?

- A. 60 days
- B. 120 days
- C. Zero days
- D. 30 days

Correct Answer: C

The Worker Adjustment and Retraining Notification Act of 1988, applies only to organizations that have 100 or more employees, or a combined total of 4,000 or more hours per week, among full-time and part-time employees. Because this company has only 80 full-time employees, the Worker Adjustment and Retraining Notification Act of 1988 doesn't apply to this organization. When there are 100 or more employees, or a total of 4,000 or more hours per week, employers are required to give in writing 60 days notice of the impending layoff. Answer option D is incorrect. This organization doesn't qualify for the Worker Adjustment and Retraining Notification Act of 1988 because they only have 80 employees, not 100 or more. Answer option A is incorrect. This organization doesn't qualify for the Worker Adjustment and Retraining Notification Act of 1988 because they have only 80 employees, not 100 or more. Answer option B is incorrect. This organization doesn't qualify for the Worker Adjustment and Retraining Notification Act of 1988 because they have only 80 employees, not 100 or more.



QUESTION 3

Your organization has created an affirmative action plan which includes an internal audit and reporting system. According to the Department of Labor there are four actions which should be included in the internal audit and reporting system to be effective. Which of the following is not one of the Department of Labor recommended actions for the internal audit and reporting system?

- A. Require internal reporting on a schedule basis as to the degree to which equal employment opportunity and organizational objectives are attained.
- B. Monitor records of all personnel activity at all levels to ensure that nondiscriminatory policy is enforced.
- C. Post the findings of the internal audit and reporting system for all employees to review.
- D. Review report resources with all levels of management.

Correct Answer: C

The Department of Labor does not recommend that an organization shares the findings of the internal audit and reporting system with all employees, only management. Answer options B, A, and D are incorrect. They are parts of the Department of Labor's recommendations for the internal audit and reporting system.

QUESTION 4

You are the HR Professional for your organization. You are discussing the status of your company's employees to determine who may be considered nonexempt versus exempt. Which one of the following types of employees can never be considered exempted from overtime provisions?

- A. Administrative assistants
- B. Sales people
- C. Manual workers
- D. Managers

Correct Answer: C

Manual workers, i.e. people that complete repetitive work with their hands, physical skill, and energy, can never be exempted from overtime pay. Answer options B, D, and A are incorrect. Sales people, managers, and administrative assistants can be exempted from overtime pay.

QUESTION 5

Your organization employees 475 people and you are the HR Professional for the organization. You're teaching your staff about the EEOC laws and the rights your employees have under these laws. In your state what term is assigned by the EEOC to the local offices that enforce the EEOC laws and any local or state anti-discrimination laws?

- A. Labor offices
- B. Workers Rights Agencies



C. Fair Employment Practices Agencies

D. EEOC offices

Correct Answer: C

The Fair Employment Practices Agencies are the local representatives of the EEOC. These FEPAs enforce federal, state, and local laws for employees they represent. Answer option D is incorrect. EEOC offices are not the same as the Fair

Employment Practices Agencies.

Answer option A is incorrect. Labor offices is not a valid term for this question. Answer option B is incorrect. There is\nt an EEOC agency called the Workers Rights Agencies, so this choice is not valid.

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