1. You receive a call from the HR manager at another organization asking for a reference about a former employee. This particular employee happened to be a star performer with whom you got along very well. Which of the following should you do?

   A) Answer the caller’s questions with complete honesty and candor
   B) Get their address and mail them copies of everything in the former employee’s personnel records
   C) Refer the caller to the Office of Human Resources; HR will provide them with the employee’s starting and ending dates and what title or position the employee held
   D) Refuse to confirm or deny that you even know the employee, and ask that they not call you again.

2. The Family and Medical Leave Act (FMLA) applies to which of the following types of employers?

   A) Any employer with fifty or more employees for each working day during each of twenty or more calendar weeks in the current or preceding year
   B) Any public agency
   C) Local educational agencies and private elementary and secondary schools
   D) All of the above

3. A college degree is a lawful requirement for which of the following positions?

   A) Bank Manager
   B) Data Entry Clerk
   C) College Dean’s Office Receptionist
   D) Electrical Journeymen

4. At-will employers should avoid language in performance evaluations that tells an employee certain behavior may be “grounds for discharge”. Why?

   A) Because it sounds too harsh
   B) Because it suggests that the employer does not have the right to discharge at will, but needs a particular level of behavior to justify discharge
   C) Because it might harm the employee’s self esteem, which would cause his productivity to decrease
   D) All of the above

5. Which of the following claims can be filed against an employer—even if it is at-will?

   A) Defamation
   B) Intentional infliction of emotional distress
   C) Invasion of privacy
   D) All of the above
Employment Law Quiz

6. If a qualified applicant leaves certain fields blank on her employment application, the employer should probably do which of the following?

   A) Discard the application and do not pursue the relationship
   B) Run a background check on the applicant before interviewing her
   C) Ask her for clarification on the issues during the interview
   D) None of the above

7. If you suspect that one of your employees is using illegal drugs on his lunch break, what should you do?

   A) Drive him to the organization’s drug testing facility
   B) Fire him on the spot and demand that he leave immediately
   C) Call the police and have them search the employee’s desk
   D) Encourage his coworkers to sober him up

8. How long must an organization maintain its payroll records, according to the Fair Labor Standards Act?

   A) One year
   B) Two years
   C) Three years
   D) Indefinitely

9. If an employee joins the Army but does not make it through boot camp, an employer must do which of the following?

   A) Provide a letter of recommendation to any prospective employers
   B) Throw him a party
   C) Nothing
   D) Reinst state him in a position of similar seniority, pay and status

10. The best time to have a new employee complete her I-9 verification form is:

    A) Sometime during the first day on the job
    B) After she has accepted the job, but before she reports to work for the first time
    C) When she submits her job application
    D) Anytime during the first month of employment

11. In general, which of the following should be considered when determining how detailed a background investigation on a new employee should be?

    A) The amount of contact the employee will have with the public
    B) The nature of the contact the employee will have with the public
    C) Reports that the employee’s picture was seen on the Post Office bulletin board
    D) All of the above
Employment Law Quiz

12. Which of the following is NOT a requirement to determine whether an employee is eligible to take FMLA leave?

   A) The employee must have been employed by the employer from whom she is requesting the leave for at least twelve months
   B) The employee must have worked at least 1,250 hours for the employer during the twelve months immediately preceding the leave
   C) The employee must be married and must not have other children at home.
   D) The employee must work at a site where fifty or more employees of the employer work within seventy-five miles

13. What is an “at-will” employment relationship?

   A) The employer can fire an employee with or without reason or notice, and the employee can quit with a two-week notice
   B) The employer can only terminate the employee if he/she has been caught stealing
   C) The employer provides a job for the employee as long as the organization is financially stable
   D) Either the employer or the employee can terminate the employment relationship at any time, with or without reason, and with or without notice

14. Which of the following do NOT indicate an independent contractor relationship?

   A) The individual works for more than one organization at a time
   B) The individual must provide regular status reports to the employer
   C) The individual uses his own tools on the job
   D) The employer does not require the individual to perform the work on-site

15. Under what circumstances must an employer provide health insurance benefits to employees?

   A) There is no law requiring employers to provide health insurance coverage for their employees.
   B) When an employer has fifty or more employees
   C) When the employees are exposed to safety risks
   D) When the organization has $1 million or more in revenue

16. Which of the following is considered a lawful interview question?

   A) What year did you graduate from high school?
   B) Do you have a family?
   C) Do any of your family members work for this organization?
   D) What church do you attend?
Employment Law Quiz

17. In which of the following circumstances is it okay to pay a male employee more than a female employee doing the same job?

   A) When he supports a family while she is single
   B) When he has ten years seniority over her
   C) When he belongs to the same church as the boss, while she doesn’t attend church at all
   D) None of the above

18. Employers should investigate reports of employee misbehavior before taking disciplinary action, except in which of the following circumstances?

   A) When the employee has been caught misbehaving in the past
   B) When tight deadlines don’t permit it
   C) When it is the first time this employee has been reported
   D) There are no exceptions

19. When is it appropriate to pay a departing employee for the balance of his or her unused vacation time?

   A) When the employee has given sufficient notice and has a clean work history
   B) When the organization’s policies and/or past practices demonstrate this procedure
   C) Never
   D) When the organization is in the financial position to do so

20. Which of the following is NOT a factor in determining whether an employer has “just-cause” to terminate an employment relationship?

   A) Whether the employee was given notice of what conduct was unacceptable
   B) Whether the employer has conducted a fair and objective investigation, providing the employee a chance to defend him/herself.
   C) Whether the employee has been warned about similar behavior in the past
   D) Whether the employer compared this to similar situations and has applied the rules consistently
## Employment Law Quiz

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