



# EMPLOYEE HANDBOOK QUIZ - ANSWER KEY

This employee handbook quiz is designed to test employees' HR knowledge as it pertains to [Your organization]'s company policy using Touchstone Consulting Group's provided handbook. This quiz packet includes pertinent questions related to individual policies, which require outside knowledge.

An answer key to this quiz can be found in a separate document.

**Please note that this quiz is intended for customization based on the policies in effect at your company.**

# EMPLOYMENT POLICIES

1. What is the Americans with Disabilities Act (ADA)?
  - A) Federal law that prohibits employers with 15 or more employees from discriminating against qualified individuals with disabilities in all employment practices, such as recruitment, compensation, hiring and firing, job assignments, training, leave and benefits.
  - B) Federal law that requires a covered employer to provide a reasonable accommodation to an employee or job applicant with a disability.
  - C) A & B.
  - D) None of the above.
2. Under what circumstances will [Your organization] not provide requested accommodations to applicants and employees?
  - A) The requested accommodation(s) is a direct threat to the safety or well-being of the individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation.
  - B) The requested accommodation(s) impose an undue hardship on [Your organization].
  - C) [Your organization] does not agree with the accommodation.
  - D) A & B.
  - E) None of the above.
3. Are individuals who are currently using illegal drugs eligible for coverage under [Your organization]'s ADA policy?
  - A) Yes.
  - B) No.
4. If you wish to resign from [Your organization], how much notice do you need to give your manager?
  - A) Three days.
  - B) Two weeks.
  - C) Four weeks.
  - D) None of the above.
5. If you wish to resign from [Your organization], what kind of resignation statement should you provide?
  - A) Written statement.
  - B) Verbal statement.
  - C) Written and verbal statement.
  - D) None of the above.

# WORKPLACE CONDUCT POLICIES

1. According to [Your organization]’s Complaint Policy, what is the first step you should take if you have a good-faith complaint?
  - A) Discuss the situation with your immediate supervisor.
  - B) File a written complaint with HR.
  - C) File a written complaint with your department head.
  - D) Discuss the situation with your department head.
2. Employees are prohibited from which of the following when reporting for work, while on the job, on Company or customer premises or surrounding areas, or in any vehicle used for Company business:
  - A) The unlawful use, possession, transportation, manufacture, sale, dispensation, or other distribution of an illegal or controlled substance or drug paraphernalia.
  - B) The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol.
  - C) Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine.
  - D) None of the above.
  - E) All of the above.
3. [Your organization]’s Drug and Alcohol Testing Policy includes, but is not limited to, full-time employees, part-time employees, volunteers, contractors, interns and applicants.
  - A) True.
  - B) False.
4. Harassment, or unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information becomes unlawful where:
  - A) True.
  - B) False.
5. How does [Your organization]’s Sexual Harassment Policy officially define sexual harassment?
  - A) Unwelcome sexual advances, requests for sexual favors, offensive remarks about a person’s sex, and other verbal or physical conduct of a sexual nature.
  - B) Discrimination based on sex, race, color, religion, national origin, or any other characteristic protected by federal, state or local law.
  - C) Offering job benefits in exchange for sexual favors, or alternatively threatening a person’s job if he or she doesn’t agree to the offer.
  - D) None of the above.

# EMPLOYEE BENEFITS POLICIES

1. What federal law gives covered employees (and their dependents) who have lost health benefits the right to continue group health plans for limited periods of time under certain circumstances (called “qualifying events”)?
  - A) The Affordable Care Act (ACA).
  - B) The Consolidated Omnibus Budget Reconciliation Act (COBRA).
  - C) The Family Medical Leave Act (FMLA).
  - D) The Employee Retirement Income Security Act of 1974 (ERISA).
2. Who will COBRA premiums be billed by and when will the first premium be due?
  - A) [Your organization], within 45 days of the election date.
  - B) Covered employee, within 30 days of the election date.
  - C) Applicable insurance provider, within 45 days of the election date.
  - D) Applicable insurance provider, within 30 days of the election date.
3. Qualifying events for employees, spouses and dependent children that allow up to 18 months of benefit continuation include which of the following:
  - A) Voluntary or involuntary termination of employment for the covered employee for reasons other than gross misconduct.
  - B) Reduction in the number of hours of employment for the covered employee.
  - C) Covered employee becoming entitled to Medicare.
  - D) A & B.
  - E) A, B & C.
  - F) None of the above.
4. Qualifying events for spouses that allow up to 36 months of benefit continuation include which of the following:
  - A) Covered employee becoming entitled to Medicare.
  - B) Divorce or legal separation of the covered employee.
  - C) Death of the covered employee.
  - D) A & B.
  - E) A, B & C.
  - F) None of the above.
5. In the event of divorce or legal separation, or the loss of dependent child status under the plan, how long does a covered employee or dependent have to notify HR to maintain his or her benefit rights?
  - A) 60 days.
  - B) 30 days.
  - C) 45 days.
  - D) 14 days.

## TIME AWAY FROM WORK POLICIES

1. What is the federal Family and Medical Leave Act (FMLA)?
  - A) Federal law that guarantees certain employees a set amount of unpaid leave each year with no threat of job loss.
  - B) Federal law that allows employees to take care of sick loved ones.
  - C) Federal law that allows you to take unpaid leave for any reason.
  - D) None of the above.
2. What are the eligibility requirements for FMLA leave?
  - A) Be employed by [Your organization] for at least 12 months.
  - B) In the 12 months immediately preceding the beginning of the leave, you must have worked at least 1,250 hours.
  - C) You must work in an office or work site where 50 or more employees are employed within 75 miles of that office or work site.
  - D) All of the above.
3. What is the maximum amount of unpaid leave an employee can take within a rolling 12-month period, measured backward from the date an employee uses any FMLA leave, for any combination of the qualifying reasons?
  - A) 12 weeks.
  - B) 26 weeks.
  - C) Six weeks.
  - D) 20 weeks.
4. How should an employee request non-emergency FMLA leave at [Your organization]?
  - A) Request an FMLA application from HR at least 30 days prior to first day of requested leave.
  - B) Request an FMLA application from HR two weeks prior to first day of requested leave.
  - C) Request an FMLA application from HR at least 10 days prior to first day of requested leave.
  - D) None of the above.
5. In the event of divorce or legal separation, or the loss of dependent child status under the plan, how long does a covered employee or dependent have to notify HR to maintain his or her benefit rights?
  - A) Your summons to serve on a jury prior to the time that you are scheduled to serve.
  - B) Evidence of having served on a jury for the time claimed.
  - C) No documentation needed.
  - D) A & B.
  - E) None of the above.



## INFORMATION & OFFICE SECURITY POLICIES

1. Does [Your organization] have an official emergency action plan (EAP)?
  - A) Yes.
  - B) No.
2. Any employee with mobility, visual, hearing or other conditions that may hinder them from becoming aware of an emergency or evacuation should disclose their condition to HR.
  - A) True.
  - B) No.
3. Emergency floor leaders should be the last people to leave the area and should check in all conference rooms, restrooms and offices to ensure all employees have evacuated, then close all doors after clearing an area.
  - A) True.
  - B) No.
4. [Your organization] can access any information created, transmitted or stored on your work computer.
  - A) True.
  - B) No.
5. Violations of the General Computer Usage Policy may result in disciplinary action.
  - A) True.
  - B) No.



## GENERAL PRACTICES POLICIES

1. What information may be collected in [Your organization]'s background check of candidates?
  - A) Criminal background.
  - B) Employment history.
  - C) Education.
  - D) Credit history.
  - E) Professional and personal references.
  - F) All of the above.
  - G) None of the above.
2. Upon termination of your employment at the Company, are you required to return records like summaries, contracts, customer lists, prospect lists and other created documents to the Company and not retain any copies of such records or make any notes regarding such records?
  - A) Yes.
  - B) No.
3. [Your organization] must compensate all hourly, nonexempt employees at one and one-half times their regular wage rate for all hours worked in excess of 40 hours each week.
  - A) True.
  - B) No.
4. Employees who want to work more than 40 hours during a workweek must receive written authorization from their supervisor before working overtime.
  - A) True.
  - B) No.
5. What is workers' compensation as defined by [Your organization]'s policy?
  - A) A type of accident and injury insurance that compensates an employee for lost wages, medical expenses and permanent impairment that results from an injury arising out of or in the course of work.
  - B) A type of insurance that protects an employee's wages.
  - C) A type of insurance that protects an employer in the event that it cannot meet payroll obligations.
  - D) None of the above.
6. Can FMLA leave and workers' compensation leave be taken concurrently?
  - A) Yes.
  - B) No.

