

# ARE YOU COMPLIANT? TAKE THE QUIZ!

## Test your knowledge of the complex employment laws regulating human resources

### TRUE OR FALSE?

- T F** Filing a Form 5500 is optional for all pension, welfare and fringe benefit plans with 100 or more participants.
- T F** Public and Private employees are eligible for compensatory time off.
- T F** Employers with 50 or more employees must offer COBRA (Consolidated Omnibus Budget Reconciliation Act) continuous group medical coverage after a qualifying event.
- T F** Family and Medical Leave Act (FMLA) provides 12 weeks of paid leave for employees to handle serious personal or family illness for employers with 50 or more employees.
- T F** Virginia is an "Employment-At-Will" state
- T F** The Employee Handbook needs to include a statement that asserts the Company's right to change the Handbook at any time.
- T F** All employees should be required to acknowledge in writing their receipt of the Employee Handbook.
- T F** The cost of absenteeism includes productivity, administrative, and financial costs.
- T F** Americans with Disabilities Act (ADA) applies to employers with 50 or more employees.
- T F** Employers are required to fill out an I-9 form and retain it for at least 10 years in the employee's personnel file.
- T F** Employees who are 65 years of age or older are required to retire if they qualify for a company pension.
- T F** Americans with Disabilities Act (ADA) allows pre-employment physical examinations before a job offer is made.
- T F** The Pregnancy Discrimination Act prevents a company from forcing a pregnant employee to leave if she is ready, willing, and able to work.
- T F** The Worker Adjustment and Retraining Notification Act (WARN) requires a minimum of 30 days notice for plant closings and mass layoffs.
- T F** Among other important elements, a sexual harassment policy will include a complaint procedure, training, and education for all employees, and corrective and disciplinary action provisions.
- T F** In an interview, it is a good hiring practice to ask about the candidate's child-care arrangements.
- T F** In an interview, it is a good hiring practice to ask, "When did you graduate from High School or College?"
- T F** It is a good hiring practice to ask an applicant to affix their photograph.
- T F** The completion of the I-9 Form can be completed by the applicant before employment commences.
- T F** Permission from the applicant must be granted prior to employment references being contacted.

Answers are listed at the bottom of this page. While some of these (and other) regulations might not be applicable to your organization based on number of employees, failure to comply with those that do apply could put your company at risk for lawsuits, fines or investigations. HRDS can perform an assessment of your HR practices and assist your company in achieving compliance with applicable regulations.



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**Answers to the Compliance Quiz:** 1. False-required; 2. False-required; 3. False-20 or more employees; 4. False; 5. True; 6. True; 7. True; 8. True; 9. False-15 or more; 10. False; 11. False; 12. False; 13. True; 14. False-60 days; 15. True; 16. False; 17. False; 18. False; 19. False; 20. True