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#### **QUESTION 1**

On November 13, 2000 CFR Part 60-2 was revised to address affirmative action to make the rules more accessible and easier to implement. Which of the following statements is not part of this significant update to the Affirmative Action program in CFR Part 60-2?

A. Reduced the number of additional required elements of the written Affirmative Action Plan from 10 to 4

B. Reaffirmed that affirmative action isn\\'t to establish quotes, but to create goals

C. Granted employers with fewer than 100 employees, permission to prepare a job group analysis that uses EEO-1 categories as job groups

D. Workforce analysis was replaced with a one-page organizational profile

Correct Answer: C

The update to CFR Part 60-2 was revised and allowed employers with fewer than 150 employees, not 100, permission to prepare a job group analysis that uses EEO-1 categories as job groups. Answer options D, B, and A are incorrect. These statements are part of the CFR Part 60-2 revision.

## **QUESTION 2**

Which of the following are established by Fair Labor Standards Act (FLSA) of 1938? Each correct answer represents a complete solution. Choose three.

- A. Criteria for exempt and nonexempt employees
- B. Minimum wage requirement
- C. Laws for protecting American children against labor exploitation
- D. Health insurance requirement

Correct Answer: ABC

The Fair Labor Standards Act (FLSA) of 1938 established the following:

Minimum wage requirement

Laws for protecting American children against labor exploitation Criteria for exempt and nonexempt employees

Answer option D is incorrect. Health insurance requirement are not established by FLSA.

#### **QUESTION 3**

If a union wants to organize, it typically moves through five steps to the organizing process. Which step of union organization would require the union to collect at least 30 percent of signed authorization cards from employees?

A. Confirm interest

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- B. The campaign
- C. Make a connection
- D. Obtain recognition

Correct Answer: A

The confirm interest stage, the second of five phases to unionization, typically requires 30 percent of the employees to sign an authorization card. Some unions may seek 50 percent of authorization cards, in some instances.

Answer option C is incorrect. Make a connection is the first stage of the unionization process. This stage is to establish a connection, to determine if there is any interest in the forming or joining of a union.

Answer option D is incorrect. The obtain recognition stage, the third stage of the unionization process, is to gain recognition from the employer. This stage causes the employer to give the NLRB a list of names and addresses of employees

who are eligible to vote in the union certification election. Answer option B is incorrect. The campaign stage of the unionization process if the fourth step in preparation for the final stage, the election to determine unionization of the employees.

# **QUESTION 4**

The Department of Labor establishes the rules for unemployment insurance and associated claims. Who administers the unemployment?

- A. Each organization
- B. The Department of Labor
- C. Insurance companies
- D. Each state

Correct Answer: D

Unemployment insurance claims are managed locally within each state, but federal rules do apply. Answer option B is incorrect. Unemployment claims are not managed by the department of labor. Answer option C is incorrect. Insurance

companies do provide unemployment insurance, but it//s the local state government that manages the claims.

Answer option A is incorrect. Each organization does not manage the unemployment claims.

# **QUESTION 5**

Jan is the HR Professional for your organization. An employee within the organization has filed a charge with the EEOC that discrimination has been done by your organization against her. The EEOC has investigated the case and has found that there is no reasonable cause against your company. The person filing the charge, however, still believes that discrimination has occurred. How long does this person have, to file a lawsuit against your company?

A. Once the EEOC has found that there is no reasonable cause, the complainant cannot file a lawsuit to sue.



B. Once the EEOC has found that there is no reasonable cause, the complainant can still file a lawsuit within 30 days of the EEOC\\'s findings.

C. Once the EEOC has found that there is no reasonable cause, the complainant can still file a lawsuit within 90 days of the EEOC\\'s findings.

D. Once the EEOC has found that there is no reasonable cause, the complainant can still file a lawsuit within 180 days of the EEOC\\'s findings.

Correct Answer: C

Once the EEOC has found that there is no reasonable cause, the complainant still has the right to file a private lawsuit against your company.

The person is to file the lawsuit, however, within 90 days. The EEOC will send their findings to the employer and the complainant along with a right to sue letter -explaining the individual\\'s rights to sue.

Answer option A is incorrect. The complainant can still seek to sue within 90 days. Answer option B is incorrect. The complainant can still seek to sue within 90 days, not 30 days. Answer option D is incorrect. The complainant can still seek to

sue within 90 days, not 180 days.

### **QUESTION 6**

A union is performing a jurisdictional strike in front of a construction site. What is a jurisdictional strike?

A. It is a strike through which the union seeks to pressurize an employer to assign a particular work to its members; rather than to members of other unions or to the non-union workers.

B. It is a strike through which the union seeks to pressurize an employer to agree to the terms of a new contract although there is already an approved contract in place.

C. It is a strike through which the union seeks to pressurize an employer to agree to the terms of a new contract because the current contract between the employer and the union has expired.

D. It is a strike through which the union seeks to pressurize an employer to assign all work to its members, rather than to members of non-union workers.

Correct Answer: A

A jurisdictional strike is an effort by the union to get the employer to assign specific work to the union rather than to other unions or even non-union workers. Answer option B is incorrect. This isn\\'t a valid definition of a jurisdictional strike. Answer option C is incorrect. This isn\\'t a valid definition of a jurisdictional strike. Answer option D is incorrect. This answer is close, but not the best choice. Note that the answer requests all work, not just particular work.

#### **QUESTION 7**

As an HR Professional you must be familiar with several different lawsuits and their affect on human resource practices today. What did the legal case, the United Steelworkers of America versus Weber regard?

A. The United States Supreme Court held that the Civil Rights Act of 1964 did bar employers from favoring women and minorities.



B. The United States Supreme Court held that the Civil Rights Act of 1964 did bar employers from using racial criteria as a method to determine workplace advancement.

C. The United States Supreme Court held that the Civil Rights Act of 1964 did not bar employers from favoring women and minorities.

D. The United States Supreme Court held that the Civil Rights Act of 1964 did bar employers from favoring minorities, but could do gender based favor.

Correct Answer: C

This case centers on Brian Weber being excluded from a job training program that, if completed, would have increased his pay. His employer, Kaiser Aluminum and Chemical Corp., allowed blacks and whites into the program on one-to-one basis. Weber sued on the grounds of "reverse discrimination." He initially won, but then the US Supreme Court overturned the decision. Answer options A, D, and B are incorrect. These are not correct definitions of the United Steelworkers of America versus Weber.

#### **QUESTION 8**

Which one of the following is the best example of a disparate treatment of discrimination?

A. All project team members are asked to take turns keeping meeting minutes in a rotation.

B. The meeting minutes will be kept by both men and women in a rotation.

C. The meeting minutes will be kept by female members of the project team because they have neater handwriting.

D. All junior project team members are required to take turns keeping meeting minutes in a rotation.

Correct Answer: C

Explanation:

Requiring only the female members to keep the meeting minutes is a form of disparate treatment. Answer option A is incorrect. This is a fair, neutral way to ensure that the meeting minutes are kept. Answer option D is incorrect. While this

choice is tempting it\\'s not unlawful as there\\'s no distinction between male and female employees to keep the minutes for the meeting. Answer option B is incorrect. This is a fair rotation of the meeting minutes, though stating that male and

females will rotate on the task could open possibilities of disparate treatment.

### **QUESTION 9**

Which of the following is a communication that damages an individual\\'s reputation in the community, preventing them from obtaining employment?

- A. Gainsharing
- B. Constructive discharge
- C. Duty of loyalty

D. Defamation

Correct Answer: D

Defamation is a communication that damages an individual\\'s reputation in the community, preventing him from obtaining employment or other benefts. Answer option B is incorrect. Constructive discharge occurs when an employer makes the workplace so hostile and inhospitable that an employee resigns. Answer option C is incorrect. The duty of loyalty requires that employees act in the best interest of the employer and not solicit work away from the employer to beneft themselves. Answer option A is incorrect. Gainsharing is a system of management used by a business to get higher levels of performance through the involvement and participation of its people. As performance improves, employees share financially in the gain (improvement). Gainsharing is about people working smarter together and not just working harder.

# **QUESTION 10**

The management and union are proceeding to an arbitration hearing that will be conducted by an arbitration panel. Which one of the following best describes the makeup of the arbitration panel?

A. There are three arbitrators all of whom are randomly selected to serve from a pool of pre- approved management and union arbitrators.

B. There are three arbitrators all of whom must be approved to participate by the management and the union.

C. There are three arbitrators, one selected by the management, one selected by the union, and a neutral arbitrator whom both management and union approve of.

D. There are three arbitrators, all of whom are selected by the party not bringing the grievance.

#### Correct Answer: C

An arbitration hearing by a panel typically uses three arbitrators. One arbitrator is selected by the management, one by the union, and one is approved by both management and union. Answer option D is incorrect. The three arbitrators are not selected by just one party. Answer option B is incorrect. Management gets to approve one arbitrator, the union gets to approve one arbitrator, and both parties approve the neutral arbitrator. Answer option A is incorrect. The arbitrators are not randomly selected.

# **QUESTION 11**

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 12**

Which of the following requires employers to pay social security tax for employees and to withhold the tax amount from employee paychecks?

A. Fair Labor Standards Act (FLSA)

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- B. Occupational Safety and Health Administration (OSHA)
- C. Federal Insurance Contributions Act (FICA)
- D. Employee Retirement Income Security Act (ERISA)
- Correct Answer: C

Federal Insurance Contributions Act (FICA) requires employers to pay social security tax for employees and to withhold the tax amount from employee paychecks. Answer option B is incorrect. OSHA stands for Occupational Safety and

Health Administration. OSHA is an agency of the United States Department of Labor. It was created by Congress of the United States under the Occupational Safety and Health Act, signed by President Richard M. Nixon, on December 29,

1970. Its mission is to prevent work-related injuries, illnesses, and occupational fatality by issuing and enforcing standards for workplace safety and health. The agency is headed by a Deputy Assistant Secretary of Labor. OSHA issues

guidelines and regulations for the safe use of a computer.

Answer option A is incorrect. The Fair Labor Standards Act (FLSA) of 1938 established the minimum wage requirement, laws for protecting American children against labor exploitation, and Criteria for exempt and nonexempt employees.

Answer option D is incorrect. Employee Retirement Income Security Act (ERISA) is an American federal statute that establishes minimum standards for pension plans in private industry and provides for extensive rules on the federal income

tax effects of transactions associated with employee benefit plans.

#### **QUESTION 13**

As an HR Professional, you are required to post an OSHA poster in a conspicuous place that is easily visible to employees. What OSHA poster lists each of the employee\\'s rights?

A. OSHA 3165 poster

B. OSHA 5613 poster

- C. OSHA 5131 poster
- D. OSHA 3615 poster

Correct Answer: A

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The OSHA poster with the employee\\'s rights is OSHA poster 3165. Answer options D, C, and B are incorrect. The OSHA poster with the employee\\'s rights is OSHA poster 3165.

#### **QUESTION 14**

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As an HR Professional you should be familiar with the terminology, practices, and rules governing union-based strikes. What is the ally doctrine?

A. A union may expand upon its primary picketing activity to include employees who are allies of the primary employer.

B. Employers cannot force friends, colleagues, and family members into joining a union picket. Allies of the picketing union can allow allies into the picket line.

C. A union may expand upon its primary picketing activity to include employers who are allies of the primary employer.

D. A union may serve as an ally to another striking union by allowing their members to join the picket against the primary employer.

Correct Answer: C

The ally doctrine states that a union may expand its primary picketing activities to employers who are allies of the primary employer, in an attempt to put more pressure on the primary employer. Answer options D, A, and B are incorrect. These are not valid definitions of the ally doctrine.

#### **QUESTION 15**

Which one of the following presents the seven stages of internal consulting in the correct order?

A. Exploring the situation, Gathering data, analyzing, and identifying findings, Gathering agreement to the project plan, Developing recommendations, Implementing, Presenting the findings and recommendations, Reviewing, transitioning, and evaluating the project.

B. Exploring the situation, Gathering agreement to the project plan, Gathering data, analyzing, and identifying findings, Presenting the findings and recommendations, Developing recommendations, Implementing, Reviewing, transitioning, and evaluating the project.

C. Gathering agreement to the project plan, Exploring the situation, Gathering data, analyzing, and identifying findings, Developing recommendations, Presenting the findings and recommendations, Implementing, Reviewing, transitioning, and evaluating the project.

D. Exploring the situation, Gathering agreement to the project plan, Gathering data, analyzing, and identifying findings, Developing recommendations, Presenting the findings and recommendations, Implementing, Reviewing, transitioning, and evaluating the project.

#### Correct Answer: D

The seven stages of internal consulting are as follows: 1.Exploring the situation 2.Gathering agreement to the project plan 3.Gathering data, analyzing, and identifying findings 4.Developing recommendations 5.Presenting the findings and recommendations 6.Implementing 7.Reviewing, transitioning, and evaluating the project Answer option B is incorrect. This is not the correct order of the seven stages of internal consulting. Answer option A is incorrect. This is not the correct order of the seven stages of internal consulting. Answer option C is incorrect. This is not the correct order of the seven stages of internal consulting.



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