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**QUESTION 1**

Beth works for the HJR Corporation and she feels that she has been discriminated against by her supervisor. Beth would like to file a charge with the EEOC but she's afraid of the repercussions and she doesn't want her identity exposed. Beth asks a lawyer to file the charge for her so she can remain anonymous. Is this legal?

- A. It depends on the state where the charge is being filed, as some states allow anonymous filings while others do not.
- B. No, the person who has been discriminated against must file her own charge.
- C. No, the person who files the charge cannot remain anonymous.
- D. Yes, the person who files the charge can have someone else file the charge on their behalf to protect their identity.

Correct Answer: D

Beth can allow someone else to file the charge on her behalf to remain anonymous and protect her identity and repercussions that may happen.

Answer option B is incorrect. This answer is not correct as Beth can have someone else file the charge for her.

Answer option C is incorrect. Beth can remain anonymous in the charge filing process. Answer option A is incorrect. The EEOC is a federal organization and overrides state laws in regard to discrimination filings.

QUESTION 2

Henry is the HR Professional for his organization and he's discussing the status of Amy's employment. Amy earns \$87,500 per year and receives a paycheck via direct deposit every two weeks. Amy was hired under the offer of a salary position, but she feels that she is working far more than the agreed 40 hours per week. Based on these scenarios, do you believe Amy is exempt or non-exempt?

- A. Amy is exempt because she is paid on a salary basis.
- B. Amy is not exempt because she is working more than ten percent of her total agreed hours per week.
- C. Amy is exempt because she earns more than \$1,000 per week.
- D. Amy is not exempt because she is offered bonuses as part of her pay.

Correct Answer: A

An exempt employee is someone who is paid on a salary basis and earns more than \$455 per week. As the question states, Amy was hired under the offer of a salary. Answer option C is incorrect. While Amy does earn more than \$1,000 per

week, this doesn't automatically qualify her as exempt.

Answer option D is incorrect. Bonuses do not automatically qualify someone as non-exempt. Answer option B is incorrect. The question doesn't tell how much additional hours Amy is actually working so this isn't a good choice. The amount of

hours a person works doesn't directly affect their exempt or non-exempt status.

**QUESTION 3**

As an HR Professional you should be familiar with OSHA forms for maintaining employee records. Which OSHA form is used to cover the what, how, when, where, and who or work-related injuries?

- A. Form 301
- B. Form 300
- C. Form 300A
- D. Form 3165

Correct Answer: B

Form 300 is OSHA's form that employers can use as a log book to document the how, what, when, where, and who of work-related injuries. The employer is obligated to complete this form within seven days of learning of a work-related injury. Answer option A is incorrect. OSHA form 301 is a form for work-related injuries or illnesses incidents. This form is to be kept by the employer for a minimum of five years following the year in which the incident occurred. Answer option C is incorrect. OSHA form 300A is used to record a numeric summary of all work-related injuries that have occurred in a work environment over the past year. The worksheet defines the incident, the number of employees affected, and the type of injuries and illness. Answer option D is incorrect. There isn't a Form 3165, but there is 3165 Poster that defines employees' rights under OSHA.

QUESTION 4

Which of the following is a process that occurs due to mergers, outsourcing or changing business needs?

- A. Involuntary exit
- B. Plant closing
- C. Voluntarily exit
- D. Outplacement

Correct Answer: A

An involuntary exit is a process that occurs due to mergers, outsourcing or changing business needs. It also occurs due to terminations for cause, such as performance problems, etc. Answer option B is incorrect. Plant closing is act of

shutting down operation of a plant. Answer option C is incorrect. In the voluntarily exit, employees leave the organization by either resigning or retiring.

Answer option A is incorrect. Outplacement is a term used to describe efforts made by a downsizing company to help former employees through the transition to new jobs and help them re-orientate to the job market.

QUESTION 5

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 benefits. 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 benefit 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.

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