WESTERN GOVERNORS UNIVERSITY (WGU) HRM3100 C233 EMPLOYMENT LAW PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR THE FULL VERSION STUDY GUIDE

https://wgu-hrm3100-c233.examzify.com

Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright 1

Table of Contents 2

Introduction 3

How to Use This Guide 4

Questions 5

Answers 8

Explanations 10

Next Steps 16

SAMPLE

Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

SAMPLE

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

SAMPLE

Questions

SAMPLE

1. What distinguishes an "exempt" employee from a "non-exempt" employee regarding overtime?

A. Exempt employees are entitled to overtime pay, while non-exempt are not

B. Exempt employees must report their hours, while non-exempt do not

C. Exempt employees are not entitled to overtime pay under the FLSA

D. Exempt employees have shorter work weeks than non-exempt employees

2. The ADEA applies to public and private employers and unions with more than _____ employees.

A. 30

B. 20

C. 15

D. 50

3. What are the primary components of an employee handbook?

A. Company policies

B. Workplace conduct guidelines

C. Employee benefits

D. All of the above

4. Under FMLA provisions, what is considered a qualifying event to receive leave time?

A. Birth

B. Adoption

C. Serious health condition

D. All of the above

5. The process of determining what accommodation is required is an intensive fact-specific inquiry. Which of the following is NOT an included step?

A. The employer and employee engage in a joint determination regarding barriers to performance

B. The employee determines which accommodation is reasonable

C. A listing of possible accommodations is examined

D. The employee asks for an accommodation

SAMPLE

6. Which of the following factors is NOT considered in determining employment status?

A. The degree of control over work performed

B. The duration of the working relationship

C. The color of the employee's uniform

D. The method of payment

7. What is the basis for a claim of hostile work environment?

A. Discrimination or harassment that creates an intimidating or offensive environment

B. Negative performance reviews based on personal disagreements

C. Inconsistent application of work policies

D. Overbearing management styles

8. What does the Americans with Disabilities Act (ADA) prohibit?

A. Discrimination in public housing

B. Discrimination against individuals with disabilities

C. Discrimination in private businesses

D. Discrimination based on age

9. In the context of age discrimination, what can be a valid employer defense to disparate impact claims?

A. Minimum age requirement

B. Bona Fide age discrepancy

C. Reasonable factor other than age

D. Unreasonable factor other than age

10. When an employer fails to remove an employee who poses a danger to others, what is this considered?

A. Negligent referral

B. Negligent management

C. Negligent retention

D. Negligent hiring

SAMPLE

Answers

SAMPLE

1. C
2. B
3. D
4. D
5. B
6. C
7. A
8. B
9. C
10. C

SAMPLE

Explanations

SAMPLE

1. What distinguishes an "exempt" employee from a "non-exempt" employee regarding overtime?

A. Exempt employees are entitled to overtime pay, while non-exempt are not

B. Exempt employees must report their hours, while non-exempt do not

C. Exempt employees are not entitled to overtime pay under the FLSA

D. Exempt employees have shorter work weeks than non-exempt employees

The distinction between exempt and non-exempt employees in the context of overtime primarily revolves around their entitlement to overtime pay under the Fair Labor Standards Act (FLSA). Exempt employees are those who, due to their job duties and compensation structure, are not entitled to overtime pay when they work more than 40 hours in a workweek. This classification typically includes certain categories of employees, such as those in executive, administrative, and professional roles, provided they meet specific criteria set forth by the FLSA. In contrast, non-exempt employees are those who must be paid overtime at a rate of one and a half times their regular pay for any hours worked beyond 40 in a week. The correct answer accurately reflects the legal framework established by the FLSA regarding overtime eligibility and underscores the differentiation between these two classifications of employees. This classification not only affects payment structures but also impacts workplace policies and labor rights.

2. The ADEA applies to public and private employers and unions with more than _____ employees.

A. 30

B. 20

C. 15

D. 50

The Age Discrimination in Employment Act (ADEA) is designed to protect individuals who are 40 years of age or older from discrimination based on age in employment. The law is applicable to both public and private sector employers, as well as labor unions. For the ADEA to apply, there must be more than 20 employees involved in the organization. This threshold establishes that an employer is large enough to warrant regulation under this federal law, ensuring that protections against age discrimination extend to a substantial number of workers. Thus, organizations with fewer than 20 employees are exempt from the provisions of the ADEA, meaning that employees in those smaller organizations would not have the same rights to protection against age discrimination provided by the Act.

SAMPLE

3. What are the primary components of an employee handbook?

A. Company policies

B. Workplace conduct guidelines

C. Employee benefits

D. All of the above

An employee handbook serves as a crucial document that outlines the expectations, rights, and responsibilities of both the employer and employees. The primary components of an employee handbook include company policies, workplace conduct guidelines, and employee benefits, among other important elements. Company policies provide a framework for how the organization operates, covering various areas such as attendance, dress code, and the use of company resources. These policies are essential for ensuring that employees understand the standards and procedures they need to follow in their roles. Workplace conduct guidelines address the behaviors expected of employees, establishing a work environment that is respectful and productive. This aspect of the handbook typically includes ethical standards, anti-discrimination protocols, and procedures for addressing conflicts or grievances. Employee benefits detail the various perks and compensations available to employees, such as health insurance, retirement plans, and leave policies. Clearly outlining these benefits is critical for employee retention and satisfaction. By encompassing all of these components, an employee handbook not only provides employees with valuable information but also helps the organization maintain consistency and legal compliance in its human resources practices. Therefore, the inclusion of company policies, workplace conduct guidelines, and employee benefits collectively represents the comprehensive nature of an effective employee handbook.

4. Under FMLA provisions, what is considered a qualifying event to receive leave time?

A. Birth

B. Adoption

C. Serious health condition

D. All of the above

The Family and Medical Leave Act (FMLA) provides eligible employees with the right to take unpaid, job-protected leave for specific family and medical reasons. A qualifying event under FMLA includes several circumstances that warrant the need for leave. Having a birth of a child is a qualifying event, as employees are allowed to take leave to care for a newborn within one year of birth. Similarly, the adoption of a child is also recognized as a qualifying reason, permitting employees to take leave to facilitate the adoption process and care for the newly adopted child. Additionally, taking leave for a serious health condition that affects the employee or an immediate family member is covered under FMLA. A serious health condition generally includes illnesses, injuries, or medical conditions that require inpatient care or ongoing treatment. Since all of these events—birth, adoption, and serious health condition—fit the criteria outlined by FMLA for eligible leave, selecting all of the above as the answer accurately reflects the comprehensive scope of qualifying events under the act. This ensures that employees have the protected right to address significant life events and health issues without the fear of losing their jobs.

SAMPLE

5. The process of determining what accommodation is required is an intensive fact-specific inquiry. Which of the following is NOT an included step?

A. The employer and employee engage in a joint determination regarding barriers to performance

B. The employee determines which accommodation is reasonable

C. A listing of possible accommodations is examined

D. The employee asks for an accommodation

The correct choice identifies that the employee does not solely determine which accommodation is reasonable. Instead, the process of determining a reasonable accommodation involves collaboration between the employer and the employee. This collaboration is crucial because determining what constitutes a reasonable accommodation is a fact-specific inquiry that requires input and consideration from both parties. The process generally includes steps such as the employer and employee working together to identify any barriers to job performance, examining various possible accommodations, and the employee requesting an accommodation in the first place. These steps reflect a shared responsibility where both the employer's obligations under the law and the employee's needs and circumstances are taken into account to arrive at an appropriate resolution. Thus, it is not solely the employee's role to define what is reasonable; it involves a joint assessment of needs, limitations, and practical solutions.

6. Which of the following factors is NOT considered in determining employment status?

A. The degree of control over work performed

B. The duration of the working relationship

C. The color of the employee's uniform

D. The method of payment

The factor that is not considered in determining employment status is the color of the employee's uniform. Employment status typically involves legal classifications that focus on the nature of the working relationship between the employer and the worker. Key determinants include the degree of control over how work is performed, the duration of the working relationship, and the method of payment because these elements directly relate to the responsibilities, rights, and obligations of both parties in the work environment. The degree of control is vital because it indicates who has the authority over how tasks are completed—essentially distinguishing between independent contractors and employees. The duration of the relationship helps determine whether the worker is engaged for a specific project or on an ongoing basis, which can influence their classification. The method of payment can illustrate whether a worker is compensated through wages or other means, further impacting their employment designation. In contrast, the color of the employee's uniform does not influence the legal status of the worker. Uniforms might be related to company branding or workplace appearance standards, but they do not address the substantive aspects of employment status which include financial risk, degree of independence, and control over work. Thus, this factor is irrelevant in the legal classification of employment status.

SAMPLE

7. What is the basis for a claim of hostile work environment?

A. Discrimination or harassment that creates an intimidating or offensive environment

B. Negative performance reviews based on personal disagreements

C. Inconsistent application of work policies

D. Overbearing management styles

A claim of hostile work environment is fundamentally based on discrimination or harassment that creates an intimidating, hostile, or offensive work environment for an individual or group. This can include unwelcome conduct based on race, gender, religion, national origin, age, disability, or sexual orientation, among other protected categories. For a workplace to be considered "hostile," the behavior must be severe or pervasive enough to create a work atmosphere that a reasonable person would find intimidating, hostile, or abusive. While negative performance reviews or inconsistent application of work policies may contribute to an unhealthy work culture, they do not inherently meet the legal threshold for a hostile work environment unless they are rooted in discriminatory practices. Similarly, an overbearing management style may reflect poor leadership but does not directly equate to legal claims of a hostile work environment unless it involves harassment or discrimination that aligns with the recognized legal criteria.

8. What does the Americans with Disabilities Act (ADA) prohibit?

A. Discrimination in public housing

B. Discrimination against individuals with disabilities

C. Discrimination in private businesses

D. Discrimination based on age

The Americans with Disabilities Act (ADA) specifically prohibits discrimination against individuals with disabilities in a variety of areas, including employment, public services, public accommodations, and telecommunications. By providing protections for those with disabilities, the ADA ensures that they receive equal opportunities and fair treatment in these areas. The essence of the law is to eliminate barriers that prevent individuals with disabilities from participating fully in society, thereby promoting their rights and enhancing their integration into the workforce and community. The focus on individual rights under the ADA is a critical aspect, as it empowers people with disabilities to challenge discriminatory practices and seek justice. This includes ensuring reasonable accommodations in the workplace and protecting individuals from being marginalized or treated unfairly due to their disabilities. Therefore, the correctness of the answer stems from its alignment with the ADA's core mission of combating discrimination specifically against individuals with disabilities.

SAMPLE

9. In the context of age discrimination, what can be a valid employer defense to disparate impact claims?

A. Minimum age requirement

B. Bona Fide age discrepancy

C. Reasonable factor other than age

D. Unreasonable factor other than age

In the context of age discrimination, a valid employer defense to disparate impact claims is grounded in demonstrating a reasonable factor other than age. This means that if an employer can show that a particular employment practice adversely affects older workers but is based on a legitimate business reason that is not age-related, they may have a valid defense. For example, if an employer implements a policy that seems to disproportionately impact older employees but does so in order to enhance overall job performance or to maintain safety standards, this can be justified as a reasonable factor. The key point is that the factor must be non-age-related and must relate to job performance or workplace needs. The focus on "reasonable factor other than age" underscores the balance between protecting employees from discriminatory practices while recognizing that employers can have valid, non-discriminatory reasons for their policies. This standard helps to determine whether age discrimination is indeed present or if the employer's practices, while seemingly discriminatory, are based on genuine business needs.

10. When an employer fails to remove an employee who poses a danger to others, what is this considered?

A. Negligent referral

B. Negligent management

C. Negligent retention

D. Negligent hiring

When an employer fails to remove an employee who poses a danger to others, this situation is categorized as negligent retention. This concept refers to an employer's duty to act with reasonable care in maintaining a safe work environment, which includes taking appropriate action to address the presence of an employee who could potentially harm coworkers or clients. In the context of negligent retention, the employer is aware or should have been aware of the employee's dangerous tendencies, yet continues to employ them without taking corrective action. This can expose the organization to liability if the employee subsequently causes harm. By not addressing the issue, the employer may be seen as failing to fulfill their responsibility to ensure the safety and wellbeing of others in the workplace. This aspect is crucial in employment law as it highlights the importance of an employer's responsibilities not only in the hiring process but also throughout the employee's tenure. The implications of negligent retention can lead to significant legal consequences, including damages for those harmed by the employee's actions.

SAMPLE

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://wgu-hrm3100-c233.examzify.com

We wish you the very best on your exam journey. You've got this!

SAMPLE