

Chapter 5
Office Management
Key Terms

1. Authentic record	I
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5. Employee Polygraph Protection Act	K
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- A. Provides monthly benefits to insured persons and their dependents in the event of retirement, disability, or death and provides health insurance (Medicare) to persons 65 and over (and to some under 65 who are disabled). **(9) Federal Social Security Act**
- B. Changing records from active to inactive status. **(16) Transfer**
- C. Specifies which records must be kept and how long they must be kept. **(2) Code of Federal Regulation**
- D. An amendment to the Fair Labor Standards Act, which requires equal pay for women who are performing work substantially equal to that performed by men. It does allow for differences based on seniority, experience, or education. **(6) Equal Pay Act**
- E. Requires an employer to provide an eligible employee up to 12 weeks of unpaid leave during a one-year period for medical emergencies for self or immediate family members. **(8) Family and Medical Leave Act (FMLA)**
- F. Pay based upon productivity (output). These systems offer incentive so that the employee's salary will increase with increased productivity. **(12) Output-based salary**
- G. Requires employers to keep I-9 forms separate from personnel file, and keep copies of supporting identification and work authorization documents for at least three years. **(10) Immigration Reform and Control Act**
- H. Provides coverage to employees who are incapacitated because of accidental injury, disease, or death incurred while on the job. **(18) Workers' compensation**
- I. Proven to be what it purports to be, and created by the person who actually created it. **(1) Authentic record**
- J. The means of rewarding employees for their labor. **(3) Compensation**
- K. Requires a copy of a statement be provided to the employee specifying incident under investigation, basis for testing, notice given to examiner, reports, questions, and all records related to the testing must be retained three years from the date of the test. Disclosure of test results must be limited. **(5) Employee Polygraph Protection Act**
- L. Also known as the Wage and Hour Law, established the requirements for an employer to pay employees a minimum wage and time-and-a-half for overtime worked over 40 hours per week. **(7) Fair Labor Standards Act**
- M. The process of controlling the life cycle of the record from creation to disposition. **(13) Records management**
- N. Part of the Social Security Act, as its name implies, for workers who, without personal fault, become unemployed. **(17) Unemployment insurance (UI)**
- O. An Internet-based business. **(4) Electronic Business**
- P. A type of compensation more commonly known as employee or fringe benefits. **(11) Indirect compensation**
- Q. Specifies the length of time each record is to be kept prior to its destruction. **(15) Retention periods**
- R. One that can be trusted as full and accurate. **(14) Reliable record**