

Management – Chapter 5 Answers

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| 1. Authentic record | 8. Family and Medical Leave Act | 14. Reliable record |
| 2. Code of federal Regulation | 9. Federal Social Security Act | 15. Retention periods |
| 3. Compensation | 10. Immigration Reform and Control Act | 16. Transfer |
| 4. Electronic business | 11. Indirect compensation | 17. Unemployment insurance |
| 5. Employee Polygraph Protection Act | 12. Output-based salary | 18. Workers' compensation |
| 6. Equal Pay Act | 13. Records management | |
| 7. Fair Labor Standards Act | | |

- 6 _____ Amendment to the Fair Labor Standards Act; same wages for women performing work substantially equal to that performed by men. Differences allowed on basis of seniority, experience or education.
- 16 _____ Changing records from active to inactive status.
- 11 _____ Commonly known as employee or fringe benefits.
- 13 _____ Controlling the life cycle of the record from creation to disposition.
- 4 _____ Internet-based business.
- 3 _____ Means of rewarding employees for their labor.
- 14 _____ One that can be trusted as full and accurate.
- 17 _____ Part of the Social Security Act, for workers who without personal fault, become unemployed.
- 12 _____ Pay based upon production. Incentives offered so that employee's salary will increase with increased productivity.
- 1 _____ Proven to be what it purports to be and created by the person who actually created it.
- 18 _____ Provides coverage to employees who are incapacitated because of accidental injury, disease or death incurred while on the job.
- 9 _____ Provides monthly benefits to insured persons and their dependents in the event of retirement, disability or death and provides Medicare to persons 65 and over.
- 5 _____ 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 3 years from the date of the test. Disclosure of test results must be limited.
- 8 _____ Requires employer to provide an eligible employee up to 12 weeks of unpaid leave during a 1-year period for medical emergencies for self or immediate family members.
- 10 _____ Requires employers to keep I-9 forms separate from personnel file and keep copies of supporting identification and work authorization documents for at least 3 years.
- 15 _____ Specifies the length of time each record is to be kept prior to its destruction.
- 2 _____ Specifies which records must be kept and how long they must be kept.
- 7 _____ 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.