

PALM BEACH SHERIFF'S OFFICE (PBSO) PBA COLLECTIVE BARGAINING AGREEMENT (CBA) PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE**

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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.

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!

Questions

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- 1. What is compensatory time and when may it be used?**
 - A. Comp time only after retirement
 - B. Time off in lieu of cash overtime, subject to department approval and accrual limits
 - C. Cash overtime only
 - D. Compensatory time is not allowed
- 2. If an internal investigation results in a 'Sustained Informal' finding, what is the likely disposition in the employee's file?**
 - A. Written or verbal reprimand added.
 - B. Termination letter added.
 - C. Immediate demotion.
 - D. No entry.
- 3. Which term describes a finding where misconduct or violation of law is proven, but the discipline is informal?**
 - A. Not Sustained.
 - B. Sustained Informal.
 - C. Sustained Formal.
 - D. Unfounded.
- 4. During a probation extension for a new promotion, who has the right to return an employee to the former classification?**
 - A. The Sheriff
 - B. The Employee
 - C. The Union Representative
 - D. The Board of County Commissioners
- 5. What banks can an employee use to satisfy disciplinary suspension days?**
 - A. Sick leave
 - B. Vacation or comp
 - C. Personal leave
 - D. Holidays

- 6. Which of the following is not a common PBSO PBA leave category?**
- A. Vacation leave
 - B. Sick leave
 - C. Sabbatical leave
 - D. Jury duty leave
- 7. Who may provide medical certification for extended sick leave when required?**
- A. A supervisor can approve extended sick leave without medical input.
 - B. A licensed medical professional certifies extended sick leave when required.
 - C. The employee's word alone is sufficient for extended absences.
 - D. Certification is never required for extended absences.
- 8. Which statement about evaluation criteria timelines is true?**
- A. Evaluations occur only at retirement.
 - B. No formal criteria are used.
 - C. The evaluations are informal with no set timelines.
 - D. Written evaluations with specified criteria and timelines.
- 9. What protection exists for legitimate sick leave usage regarding discipline?**
- A. Legitimate sick leave use is protected from discipline.
 - B. Sick leave use is not protected from discipline.
 - C. Use of sick leave leads to automatic disciplinary review.
 - D. Sick leave use is prohibited during probation.
- 10. Which statement best describes protections for on-the-job injuries and workers' compensation?**
- A. There are no protections beyond general vacation leave.
 - B. Procedures for reporting, workers' compensation entitlement, and return-to-work or modified duties when medically cleared.
 - C. Jury duty can override injury leave.
 - D. Employees must self-fund any medical costs.

Answers

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

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Explanations

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1. What is compensatory time and when may it be used?

- A. Comp time only after retirement
- B. Time off in lieu of cash overtime, subject to department approval and accrual limits**
- C. Cash overtime only
- D. Compensatory time is not allowed

Compensatory time is time off in lieu of cash overtime. It lets you take paid time off instead of receiving overtime pay, but it must be approved by the department and kept within established accrual limits. This keeps overtime costs predictable while giving you flexibility to schedule rest or personal time, subject to staffing needs and the maximum number of hours you're allowed to bank. So the idea is not retirement-based or cash-only, and it isn't prohibited—it's a permissible, governed method to compensate for extra hours worked, contingent on supervisor approval and staying within the accrual cap.

2. If an internal investigation results in a 'Sustained Informal' finding, what is the likely disposition in the employee's file?

- A. Written or verbal reprimand added.**
- B. Termination letter added.
- C. Immediate demotion.
- D. No entry.

When an internal investigation yields a Sustained Informal finding, it means the allegation was found to be true but the issue is handled with informal discipline. The typical disposition in the employee's file is a written or verbal reprimand attached to the record. This documents the finding and the corrective step without moving into formal punishment. A termination letter or an immediate demotion would signal formal discipline and a higher level of severity, while no entry would contradict the fact that there is a sustained finding and an accompanying disciplinary action documented.

3. Which term describes a finding where misconduct or violation of law is proven, but the discipline is informal?

- A. Not Sustained.
- B. Sustained Informal.**
- C. Sustained Formal.
- D. Unfounded.

In PBSO CBA terminology, a finding that something did occur and there is proven misconduct is "sustained," and the level of discipline can be informal or formal. When the misconduct is proven but the discipline is informal—meaning no formal adverse action is recorded in the employee's official personnel file—the proper term is sustained informal. This shows the violation was established, but the penalty is non-formal, such as counseling or a verbal reprimand. By contrast, not sustained means the evidence didn't prove the allegation, unfounded means the allegation is false, and sustained formal would involve a formal discipline action documented.

4. During a probation extension for a new promotion, who has the right to return an employee to the former classification?

- A. The Sheriff**
- B. The Employee
- C. The Union Representative
- D. The Board of County Commissioners

The person with the authority to return an employee to the former classification during a probation extension is the Sheriff. In this context, promotions and probation are management prerogatives held by the appointing authority, so the Sheriff has the final say on whether a promoted employee remains in the new role, continues on probation, or is returned to the prior classification. The Union Representative can advocate for the employee and help navigate the contract's grievance process, but they do not individually grant or reverse classifications. The Board of County Commissioners does not handle day-to-day personnel decisions like returning someone to a former job classification.

5. What banks can an employee use to satisfy disciplinary suspension days?

- A. Sick leave
- B. Vacation or comp**
- C. Personal leave
- D. Holidays

When a disciplinary suspension is imposed, the days are handled as off-work time the employee must serve. The PBSO CBA allows the suspension days to be satisfied by using a bank of vacation leave or compensatory time. These banks are designed for paid time off and can be tapped to cover the suspension, so the employee uses time they have already earned rather than remaining unpaid. Sick leave is meant for illness or injury, not to fulfill disciplinary penalties, so it isn't used to satisfy suspension days. Holidays are fixed paid days and aren't applied to disciplinary suspensions. Personal leave is for personal reasons and typically isn't designated to cover suspensions, or may require approval, making it unsuitable for guaranteeing coverage of suspension days.

6. Which of the following is not a common PBSO PBA leave category?

- A. Vacation leave
- B. Sick leave
- C. Sabbatical leave**
- D. Jury duty leave

Sabbatical leave is not a standard benefit in PBSO PBA contracts. In these agreements, vacation leave, sick leave, and jury duty leave are routinely provided as part of the employee's leave framework. Vacation leave covers planned time off for personal use, sick leave covers absence due to illness, and jury duty leave ensures employees can fulfill their civic obligation while protecting income or job status as outlined by policy. Sabbatical leave, on the other hand, is typically an extended break for research or advanced study and is much less common in police union contracts. It often involves special eligibility, longer duration, and potential impact on staffing and costs, which is why it rarely appears as a standard category in PBSO PBA agreements.

7. Who may provide medical certification for extended sick leave when required?

- A. A supervisor can approve extended sick leave without medical input.
- B. A licensed medical professional certifies extended sick leave when required.**
- C. The employee's word alone is sufficient for extended absences.
- D. Certification is never required for extended absences.

Medical certification for extended sick leave must come from a licensed medical professional. This provides credible, objective documentation of the illness and the requested duration, and may include any return-to-work conditions or restrictions. A supervisor isn't qualified to certify a medical condition, even if they can approve or deny leave. Relying on the employee's word alone isn't sufficient because it lacks medical evidence. Certification is not never required; in many policies, extended leave beyond a short period requires formal medical verification from a licensed practitioner such as a physician, physician assistant, or nurse practitioner, as defined by the applicable agreement.

8. Which statement about evaluation criteria timelines is true?

- A. Evaluations occur only at retirement.
- B. No formal criteria are used.
- C. The evaluations are informal with no set timelines.
- D. Written evaluations with specified criteria and timelines.**

Performance evaluations in a formal, documented, and time-bound way is the expectation. Written evaluations with specified criteria and timelines provide a clear, objective record of how an employee is performing over a defined period, and they establish expectations, progress points, and deadlines for feedback. This structure supports fair treatment, consistency across employees, and a defensible basis for decisions related to development, assignments, promotions, or discipline. Think about why the other ideas don't fit: evaluating someone only at retirement means you've missed most of their career and any opportunities to improve or address issues earlier; having no formal criteria removes objective standards and makes reviews arbitrary; and informal evaluations with no set timelines undermine accountability and consistency, likely leading to disputes and unequal treatment. Written criteria and timelines keep the process transparent and fair for everyone.

9. What protection exists for legitimate sick leave usage regarding discipline?

- A. Legitimate sick leave use is protected from discipline.**
- B. Sick leave use is not protected from discipline.
- C. Use of sick leave leads to automatic disciplinary review.
- D. Sick leave use is prohibited during probation.

Legitimate sick leave usage is protected from discipline. When an employee uses sick leave in accordance with approved policy and provides any required verification, they should not face discipline solely for that absence. This protection recognizes that health-related absences are legitimate needs, and discipline should be tied to misconduct or policy violations beyond simply taking approved leave. There can be disciplinary action if the sick leave is fraudulently claimed, abused, or not properly documented or reported, but not for genuine, authorized use. Probation status does not automatically override this protection; the core idea is that legitimate sick leave itself cannot be a discipline trigger.

10. Which statement best describes protections for on-the-job injuries and workers' compensation?

- A. There are no protections beyond general vacation leave.
- B. Procedures for reporting, workers' compensation entitlement, and return-to-work or modified duties when medically cleared.**
- C. Jury duty can override injury leave.
- D. Employees must self-fund any medical costs.

Protections for on-the-job injuries are a structured program that ensures prompt reporting, access to workers' compensation benefits, and a clear path back to work with appropriate duties. When an injury occurs, the system requires timely reporting so medical needs are addressed quickly and the claim is properly documented. It then provides entitlement to workers' compensation, covering medical treatment and wage replacement as the employee recovers. Finally, it sets up a return-to-work plan, which may include modified duties or accommodations if the employee isn't medically cleared for full duties yet. This combination protects the employee's health and income while helping the agency maintain safety and staffing. The other options miss important aspects: relying on general vacation leave ignores the formal reporting and workers' comp framework; jury duty does not override injury leave within the workers' compensation process; and self-funding medical costs isn't consistent with workers' compensation coverage.

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://pbsopbacba.examzify.com>

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

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