

SHRM US EMPLOYMENT LAWS AND REGULATIONS PRACTICE TEST (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. Which U.S. law requires federal contractors to maintain a drug-free workplace for contracts of \$100,000 or more?**
 - A. Drug-Free Workplace Act
 - B. Substance Abuse Act
 - C. Workplace Safety Laws
 - D. Federal Employment Standards Act
- 2. Under the Americans with Disabilities Act (ADA), what must employers provide to qualified individuals with disabilities?**
 - A. Specialized training programs
 - B. Reasonable accommodations
 - C. Increased paid leave
 - D. Higher salaries for adjusted work
- 3. What does the prudent person rule require from fiduciaries under ERISA?**
 - A. To maximize risk in investing funds
 - B. To avoid care when handling benefits
 - C. To act with reasonable knowledge and caution in investments
 - D. To prioritize employee satisfaction over financial growth
- 4. What is the purpose of the Employee Retirement Income Security Act (ERISA)?**
 - A. To regulate employee stock options
 - B. To set standards for pension and health plans in private industry
 - C. To create a minimum wage policy for all employees
 - D. To provide guidelines for conducting workplace training
- 5. Which of the following is an example of a protected class?**
 - A. All employees in the workforce
 - B. People over 40 years of age
 - C. Individuals with managerial roles
 - D. Workers in private sectors only

- 6. How does the FLSA affect the minimum wage?**
- A. It does not affect minimum wage
 - B. It establishes a national minimum wage
 - C. It sets no limits on minimum wage
 - D. It allows states to set minimum wage standards up to a certain point
- 7. What does the Genetic Information Nondiscrimination Act (GINA) prohibit?**
- A. Discrimination based on age
 - B. Discrimination based on race
 - C. Discrimination based on genetic information
 - D. Discrimination based on gender
- 8. Under the Family and Medical Leave Act (FMLA), how many weeks of unpaid leave are eligible employees entitled to?**
- A. 6 weeks in a 12-month period
 - B. 12 weeks in a 12-month period
 - C. 18 weeks in a 12-month period
 - D. 24 weeks in a 12-month period
- 9. What is the primary purpose of the Labor Management Reporting and Disclosure Act?**
- A. To protect employer rights against unions
 - B. To regulate union financial practices and governance
 - C. To promote collective bargaining processes
 - D. To ensure worker safety in unionized workplaces
- 10. What is the primary concern in a conflict of interest situation?**
- A. Undue influence on employment outcomes
 - B. Employment discrimination
 - C. Data privacy violations
 - D. Workplace safety

Answers

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

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Explanations

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1. Which U.S. law requires federal contractors to maintain a drug-free workplace for contracts of \$100,000 or more?

- A. Drug-Free Workplace Act**
- B. Substance Abuse Act
- C. Workplace Safety Laws
- D. Federal Employment Standards Act

The Drug-Free Workplace Act is the correct choice because it specifically mandates that federal contractors must maintain a drug-free environment for any contract valued at \$100,000 or more. This act was enacted to promote safety and productivity in the workplace and aims to prevent drug abuse among employees who are engaged in federal contracts. Under this law, contractors are required to inform their employees about the dangers of drug abuse in the workplace, establish a policy prohibiting the unlawful use of drugs, and implement a drug testing program. This comprehensive approach helps ensure a safe and productive work environment, which is particularly crucial in positions that are funded by taxpayer dollars. The other options do not pertain specifically to federal contractors or the requirement regarding drug-free workplaces. The Substance Abuse Act primarily focuses on treatment and prevention of substance abuse rather than the specific requirements for contractors. Workplace Safety Laws encompass a broader range of regulations aimed at ensuring safe working conditions but do not specifically address drug-free policies. Lastly, the Federal Employment Standards Act is not a recognized law and does not pertain to maintaining a drug-free workplace.

2. Under the Americans with Disabilities Act (ADA), what must employers provide to qualified individuals with disabilities?

- A. Specialized training programs
- B. Reasonable accommodations**
- C. Increased paid leave
- D. Higher salaries for adjusted work

Under the Americans with Disabilities Act (ADA), employers are required to provide reasonable accommodations to qualified individuals with disabilities. This mandate is rooted in the law's objective to ensure that individuals with disabilities have equal employment opportunities. Reasonable accommodations can include modifications or adjustments to the job application process, the work environment, or the manner in which a job is performed. Examples of reasonable accommodations may include providing modified work schedules, making facilities accessible, or providing assistive technology. The key component is that such accommodations enable individuals with disabilities to perform their job duties effectively and to compete fairly in the job market without compromising the integrity of the business. The other options do not align with the requirements of the ADA. While specialized training programs could potentially be beneficial, they are not specifically mandated by the ADA. Similarly, while increased paid leave or higher salaries might be beneficial employment practices, they do not fall under the umbrella of reasonable accommodations required by the law. The focus of the ADA is specifically on ensuring that individuals with disabilities can participate fully in the workforce through necessary adjustments rather than changing the compensation structure or providing additional training not related to job performance.

3. What does the prudent person rule require from fiduciaries under ERISA?

- A. To maximize risk in investing funds
- B. To avoid care when handling benefits
- C. To act with reasonable knowledge and caution in investments**
- D. To prioritize employee satisfaction over financial growth

The prudent person rule under the Employee Retirement Income Security Act (ERISA) requires fiduciaries to act with a certain level of competence, care, and caution in managing the investments of employee benefit plans. This means that fiduciaries must make decisions as a prudent person would, focusing on overall investment strategies that are reasonable and aligned with the interests of the plan's participants and beneficiaries. Fiduciaries are expected to conduct thorough research and consider the potential risks and rewards of investments. This involves analyzing market conditions, understanding the financial implications of each decision, and ensuring that the investments align with the goals of the plan. By adhering to this standard, fiduciaries help protect the financial integrity of the benefit plans and the assets that belong to employees. The concept is built upon the idea that fiduciaries must put the needs of the plan participants first, ensuring that they manage funds wisely rather than hastily or recklessly. This approach is fundamental in maintaining trust and stability in retirement plans and similar fiduciary responsibilities.

4. What is the purpose of the Employee Retirement Income Security Act (ERISA)?

- A. To regulate employee stock options
- B. To set standards for pension and health plans in private industry**
- C. To create a minimum wage policy for all employees
- D. To provide guidelines for conducting workplace training

The Employee Retirement Income Security Act (ERISA) was enacted to set standards for pension and health plans in the private industry, ensuring that employee benefit plans are managed fairly and responsibly. ERISA safeguards the interests of participants and their beneficiaries by establishing requirements for plan information, quality, and accountability. For instance, it mandates that plans provide participants with important information about plan features and funding, establishes fiduciary responsibilities for those who manage and control plan assets, and sets guidelines for claims and appeals procedures. The other options, while related to employee benefits or labor, do not pertain specifically to the primary objectives of ERISA. For example, employee stock options are governed by different financial regulations, and minimum wage policies are covered by legislation such as the Fair Labor Standards Act. Furthermore, workplace training guidelines are typically governed by a variety of educational and labor regulations, not specifically regulated under ERISA. Thus, the focus of ERISA on pension and health plans distinguishes it as an essential framework for employee benefits in the private sector.

5. Which of the following is an example of a protected class?

- A. All employees in the workforce
- B. People over 40 years of age**
- C. Individuals with managerial roles
- D. Workers in private sectors only

The selection of people over 40 years of age as a protected class is accurate because the Age Discrimination in Employment Act (ADEA) of 1967 specifically prohibits discrimination against individuals in this age group. This law was enacted to protect older workers from discrimination based on their age in hiring, promotions, terminations, and any other employment-related decisions. Therefore, individuals over 40 are recognized as a protected class, ensuring that they have equal employment opportunities regardless of their age. In contrast, the choice regarding all employees in the workforce does not specify any particular demographic or characteristic that would be considered a protected class under federal laws. Similarly, individuals with managerial roles are not a protected class; job title or position itself does not confer specific legal protections. The option referring to workers only in private sectors is also not accurate, as protected classes are defined more broadly and can include individuals in both private and public sectors. Thus, the choice correctly identifying people over 40 as a protected class aligns well with established employment discrimination laws.

6. How does the FLSA affect the minimum wage?

- A. It does not affect minimum wage
- B. It establishes a national minimum wage**
- C. It sets no limits on minimum wage
- D. It allows states to set minimum wage standards up to a certain point

The Fair Labor Standards Act (FLSA) plays a significant role in shaping minimum wage standards in the United States by establishing a national minimum wage. This federal law was enacted to ensure that employees receive a baseline level of pay for their work, thereby aiming to protect workers from wage exploitation. Under the FLSA, the national minimum wage sets the lowest amount that employers can pay their employees, ensuring a level of income security for workers across various job sectors. This has a substantial impact on the labor market, as it provides a clear guideline for minimum compensation, ensuring that workers are not paid less than this federally established amount. While states are permitted to set their own minimum wage rates, they must be at least equal to the federal minimum wage or higher. This two-tiered approach allows for greater flexibility and responsiveness to local economic conditions, but the federal standard is crucial as it acts as a floor for wage protection nationwide. In contrast, the other choices reflect misconceptions about the FLSA's role in minimum wage regulation. The Act does indeed affect minimum wage, as it establishes that baseline amount. It also does not set no limits on minimum wage, since it provides a specific minimum, and while it permits states to exceed the federal minimum wage, it

7. What does the Genetic Information Nondiscrimination Act (GINA) prohibit?

- A. Discrimination based on age
- B. Discrimination based on race
- C. Discrimination based on genetic information**
- D. Discrimination based on gender

The Genetic Information Nondiscrimination Act (GINA) specifically prohibits discrimination based on genetic information. This means that employers cannot make employment decisions based on an individual's genetic predisposition to certain health conditions or diseases. GINA was enacted to protect individuals from being treated unfairly in hiring, firing, promotions, or any other employment-related decisions based on genetic data. The law not only protects applicants and employees from discrimination but also prohibits health insurers from denying coverage or charging higher premiums based on genetic information. This is vital as it encourages individuals to seek genetic testing and counseling without fear of adverse employment consequences. Understanding GINA is important for both employers and employees as it reinforces the principle of nondiscrimination in the workplace specifically related to genetic factors.

8. Under the Family and Medical Leave Act (FMLA), how many weeks of unpaid leave are eligible employees entitled to?

- A. 6 weeks in a 12-month period
- B. 12 weeks in a 12-month period**
- C. 18 weeks in a 12-month period
- D. 24 weeks in a 12-month period

Under the Family and Medical Leave Act (FMLA), eligible employees are entitled to 12 weeks of unpaid leave within a 12-month period. This provision allows employees to take time off for specific family and medical reasons, including the birth of a child, to care for a family member with a serious health condition, or for their own serious health condition that makes them unable to perform their job. The Act ensures that employees can focus on significant life and health events without the risk of losing their job, as they have the right to return to their same or equivalent position following their leave. This entitlement to 12 weeks is a crucial part of the FMLA, distinguishing it from other leave policies that may offer shorter or varying durations of leave.

9. What is the primary purpose of the Labor Management Reporting and Disclosure Act?

- A. To protect employer rights against unions
- B. To regulate union financial practices and governance**
- C. To promote collective bargaining processes
- D. To ensure worker safety in unionized workplaces

The primary purpose of the Labor Management Reporting and Disclosure Act (LMRDA) is to regulate union financial practices and governance. This legislation, enacted in 1959, aims to promote transparency and accountability within labor organizations. It requires unions to file annual financial reports with the Department of Labor, detailing their financial activities, which helps protect the interests of union members and ensures that funds are managed properly. Additionally, the law establishes certain rights for union members, including the right to participate in union activities and to be informed about the union's financial health, thereby fostering a democratic environment within unions. While the other options touch on important aspects of labor relations, they do not reflect the specific focus of the LMRDA as extensively as the regulation of financial practices and governance within unions. For instance, protecting employer rights against unions relates more to labor relations legislation than to the LMRDA's mandate. Similarly, promoting collective bargaining processes is the role of other labor laws, while ensuring worker safety is primarily covered under different legislation related to occupational safety and health, rather than union governance.

10. What is the primary concern in a conflict of interest situation?

- A. Undue influence on employment outcomes**
- B. Employment discrimination
- C. Data privacy violations
- D. Workplace safety

In a conflict of interest situation, the primary concern revolves around undue influence on employment outcomes. This phenomenon occurs when an individual's personal interests or relationships might improperly affect their professional decisions or actions. For instance, if a manager is in a position to make hiring or promotion decisions involving friends or family, their judgment may be compromised, leading to favoritism rather than a merit-based evaluation process. The essence of a conflict of interest is that it can undermine the integrity of the decision-making process, resulting in unfair advantages and potentially harming both the individual employees involved and the overall workplace environment. Maintaining transparency and ethical behavior in situations where personal and professional lines may blur is crucial in order to uphold trust and fairness within the organization. While employment discrimination, data privacy violations, and workplace safety are all significant issues in the realm of employment law and ethics, they do not directly address the specific concerns associated with conflicts of interest. Each of these issues has its own frameworks and regulations, but the heart of a conflict of interest lies in the potential for personal interests to sway professional judgments.

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:

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

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