

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.

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

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. Which act is relevant to the regulation of layoffs in employment law?**
 - A. The Fair Labor Standards Act
 - B. The WARN Act
 - C. The Family and Medical Leave Act
 - D. The Occupational Safety and Health Act
- 3. The Supreme Court established the _____ doctrine, which holds that Title VII is not violated when citizenship is a requirement for non-elected governmental positions when those positions require formulation, execution, or review of public policy issues.**
 - A. Political function
 - B. National security
 - C. Political security
 - D. American leadership
- 4. What does the Age Discrimination in Employment Act (ADEA) protect against?**
 - A. Employment discrimination based on religious beliefs
 - B. Discrimination against individuals aged 40 and older
 - C. Only age discrimination for employees under 30
 - D. Retaliation against older employees
- 5. What is a "business necessity" defense in discrimination lawsuits?**
 - A. A claim that the employer has positive workplace culture
 - B. A justification for an employment practice based on business needs
 - C. An argument that focuses on employee morale
 - D. A reason to reduce employee benefits

6. Which of the following statements is accurate regarding Title VII of the Civil Rights Act?

- A. It prohibits discrimination based on sexual orientation
- B. It applies only to federal employers
- C. It prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin
- D. It protects against age discrimination

7. Which of the following is not considered a tort under invasion of privacy?

- A. Placement in false light
- B. Public disclosure of private facts
- C. Monitoring of company computers
- D. Intrusion upon seclusion

8. What does the Privacy Act of 1974 primarily govern?

- A. The release of private information by federal agencies about public employees
- B. Preventing the U.S. from spying on its own citizens
- C. Giving the government the freedom to release any public records of employees
- D. Preventing the government from wiretapping citizens

9. What does the term "steering" refer to in employment practices?

- A. Encouraging diversity in hiring
- B. Assigning employees based on race
- C. Limiting work assignments
- D. Promoting employee interests

10. What types of records must employers maintain per the FLSA?

- A. Hours worked and wages paid
- B. Payroll records only
- C. Employee grievances
- D. Work schedules

Answers

SAMPLE

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

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. Which act is relevant to the regulation of layoffs in employment law?

- A. The Fair Labor Standards Act
- B. The WARN Act**
- C. The Family and Medical Leave Act
- D. The Occupational Safety and Health Act

The WARN Act, or the Worker Adjustment and Retraining Notification Act, is specifically designed to protect workers, their families, and communities by requiring employers to provide advance notice of significant layoffs and plant closings. This act applies to employers with 100 or more full-time employees and mandates that they must give at least 60 days' notice before a layoff that affects 50 or more employees within a 30-day period. The purpose of this regulation is to allow workers adequate time to prepare for the potential loss of employment, seek other job opportunities, or upgrade their skills to enhance their employability. The other acts mentioned focus on different aspects of employment law. For instance, the Fair Labor Standards Act governs wage and hour regulations, the Family and Medical Leave Act provides for job protection during family or medical leave, and the Occupational Safety and Health Act addresses workplace safety and health standards. None of these acts specifically address the requirements related to layoffs as the WARN Act does.

3. The Supreme Court established the _____ doctrine, which holds that Title VII is not violated when citizenship is a requirement for non-elected governmental positions when those positions require formulation, execution, or review of public policy issues.

- A. Political function**
- B. National security
- C. Political security
- D. American leadership

The correct answer is the "political function" doctrine. This legal principle recognizes that, under Title VII of the Civil Rights Act of 1964, it is permissible for governmental positions that are not elected to require citizenship when those roles significantly involve the formulation, execution, or review of policies that impact public interest. The reasoning behind this doctrine is rooted in the belief that certain governmental functions are inherently linked to national interests and the principle of sovereignty. Positions that influence public policy may necessitate a unique level of allegiance and understanding of national governance that non-citizens may not possess, thereby justifying the citizenship requirement in those specific roles. Understanding this doctrine is crucial in navigating the intersection of employment law and public sector employment, as it delineates where employment decisions can lawfully prioritize citizenship without violating anti-discrimination laws outlined in Title VII.

4. What does the Age Discrimination in Employment Act (ADEA) protect against?

- A. Employment discrimination based on religious beliefs
- B. Discrimination against individuals aged 40 and older**
- C. Only age discrimination for employees under 30
- D. Retaliation against older employees

The Age Discrimination in Employment Act (ADEA) specifically protects individuals who are 40 years of age and older from employment discrimination based on age. This act aims to promote the employment of older workers and to prohibit discriminatory practices in hiring, promotions, layoffs, compensation, and other terms and conditions of employment. By focusing on the age group of 40 and above, the ADEA recognizes that older workers may face unique challenges in the workplace related to age bias, often leading to unjust treatment in hiring and employment processes. Other options do not align with the primary focus of the ADEA. For instance, employment discrimination based on religious beliefs is covered by Title VII of the Civil Rights Act of 1964, which specifically addresses discrimination based on religion, race, color, sex, and national origin. The mention of age discrimination solely for employees under 30 does not reflect the ADEA's intent, as it is concerned with protecting older workers rather than younger ones. Lastly, while retaliation against older employees for asserting their rights under the ADEA is prohibited, the act itself primarily targets discrimination rather than retaliation specifically, making it a secondary consideration within the broader protections offered by the law.

5. What is a "business necessity" defense in discrimination lawsuits?

- A. A claim that the employer has positive workplace culture
- B. A justification for an employment practice based on business needs**
- C. An argument that focuses on employee morale
- D. A reason to reduce employee benefits

A "business necessity" defense in discrimination lawsuits refers to a justification for an employment practice that is based on the legitimate requirements of the business. This means that an employer may argue that a specific employment decision or practice is essential for the operation of the business and is directly related to the job's needs. This defense is often invoked in cases where a seemingly discriminatory practice is challenged, and the employer must demonstrate that the practice serves a critical function that is necessary for the safe and efficient operation of the business. For example, if a company establishes a height requirement for a job where being a certain height is essential for safety or proper performance (such as for firefighters needing to reach certain equipment), the employer can assert that this requirement is grounded in a business necessity. The key aspect of the "business necessity" defense is that it must be proven that the employment practice in question is not just arbitrary or discriminatory but rather is essential for fulfilling a critical role within the company. Therefore, this justification ensures that businesses can maintain operational effectiveness while attempting to comply with anti-discrimination laws.

6. Which of the following statements is accurate regarding Title VII of the Civil Rights Act?

- A. It prohibits discrimination based on sexual orientation
- B. It applies only to federal employers
- C. It prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin**
- D. It protects against age discrimination

The statement regarding Title VII of the Civil Rights Act that emphasizes its prohibition of discrimination in employment based on race, color, religion, sex, or national origin is accurate. Title VII specifically addresses these five categories, making it a cornerstone of anti-discrimination law in the United States. The Act was designed to ensure that individuals are treated equally in the workplace regardless of these characteristics, thereby promoting equal opportunity and fairness in employment. The focus of Title VII is primarily on protecting employees from discriminatory practices that can create barriers to hiring, promotion, and overall job conditions based on the specified protected characteristics. This framework has significantly influenced how employers develop policies and practices to create inclusive work environments, reinforcing the importance of equal treatment for all individuals regardless of their background. The other options are not aligned with the specific provisions of Title VII. While there has been ongoing discussion and legal developments regarding sexual orientation discrimination, it is not explicitly covered under Title VII as originally enacted. The other options also misrepresent the Act's scope, as it applies to both federal and private sector employers, and it does not include age discrimination, which is instead addressed under the Age Discrimination in Employment Act (ADEA). Thus, the understanding of Title VII is crucial for grasping the larger context of

7. Which of the following is not considered a tort under invasion of privacy?

- A. Placement in false light
- B. Public disclosure of private facts
- C. Monitoring of company computers**
- D. Intrusion upon seclusion

Monitoring of company computers is not considered a tort under invasion of privacy because, in the context of an employment relationship, employees often have reduced expectations of privacy regarding the use of company resources such as computers. Employers typically have policies in place that inform employees about monitoring practices, which can include logging computer usage or reviewing emails. As long as an employer provides notice and the monitoring is for legitimate business purposes, such actions are usually deemed acceptable and do not constitute an invasion of privacy under tort law. In contrast, the other options involve actions that directly infringe upon an individual's privacy rights. Placement in false light misrepresents an individual in a manner that is misleading and can cause harm to their reputation. Public disclosure of private facts involves revealing private information about someone without consent, which can lead to embarrassment or harm. Intrusion upon seclusion occurs when someone invades another person's private space or affairs in a way that would be objectionable to a reasonable person. Each of these actions represents a clear violation of privacy rights similarly addressed in tort law, distinguishing them from the monitoring of company computers.

8. What does the Privacy Act of 1974 primarily govern?

- A. The release of private information by federal agencies about public employees**
- B. Preventing the U.S. from spying on its own citizens
- C. Giving the government the freedom to release any public records of employees
- D. Preventing the government from wiretapping citizens

The Privacy Act of 1974 primarily governs the release of private information by federal agencies about public employees. This legislation was enacted to establish a code of fair information practices, ensuring that individuals have certain rights regarding their personal information held by federal agencies. The Act restricts the disclosure of personal information and mandates that agencies must collect information in a manner that protects individual privacy. Furthermore, it grants individuals the right to access and request corrections to their personal records maintained by these agencies. The specific focus on public employees recognizes that they are often subjected to a greater amount of personal data collection due to their employment status, necessitating protection against misuse or unwarranted disclosure. The other options address broader privacy concerns or government powers but do not accurately reflect the primary purpose of the Privacy Act itself.

9. What does the term "steering" refer to in employment practices?

- A. Encouraging diversity in hiring
- B. Assigning employees based on race**
- C. Limiting work assignments
- D. Promoting employee interests

The term "steering" in employment practices refers specifically to the practice of assigning employees to particular jobs or tracks based on their race, gender, or other protected characteristics, rather than on their qualifications or abilities. This practice is considered discriminatory and is a violation of employment laws such as Title VII of the Civil Rights Act, which prohibits employment discrimination. When an employer engages in steering, they are effectively creating barriers and limiting opportunities for individuals based on their demographic characteristics, which can perpetuate systemic inequality in the workplace. Recognizing steering as a discriminatory practice is crucial for promoting fair employment opportunities and ensuring that all employees are treated based on their skills and competencies rather than their background. In contrast, encouraging diversity in hiring, limiting work assignments, or promoting employee interests, while important aspects of employment practices, do not align with the specific and adverse implications of steering in the context of discrimination in job assignments.

10. What types of records must employers maintain per the FLSA?

- A. Hours worked and wages paid**
- B. Payroll records only
- C. Employee grievances
- D. Work schedules

The Fair Labor Standards Act (FLSA) mandates that employers maintain specific records to ensure compliance with wage and hour laws. The correct answer identifies that employers must keep a detailed account of hours worked and wages paid to employees. This is crucial because these records provide transparency regarding the hours that employees are working and the payments they receive in return. Employers are required to accurately track the time employees spend on the job, including regular hours, overtime, and any breaks taken, alongside the corresponding wages, which must align with the minimum wage laws and other regulations under the FLSA. While payroll records are a part of the overall record-keeping responsibility, simply maintaining these without accurately tracking hours worked does not fulfill FLSA requirements. Other options focus on aspects that, while important in the workplace, do not fall under the federal requirements set forth by the FLSA for record-keeping in relation to employee pay and hours. Thus, maintaining comprehensive records of hours worked and wages paid is essential for compliance with the law and for protecting both the employee's rights and the employer's obligations.

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