

Western Governors University (WGU) HRM3110 D352 Employment and Labor Law Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

This is a sample study guide. To access the full version with hundreds of questions,

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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. Don't worry about getting everything right, 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, and take breaks to retain information better.

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.

7. Use Other Tools

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!

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Questions

- 1. How should a police chief address racial profiling linked to a city ordinance?**
 - A. Ignore the complaints until further evidence is provided**
 - B. Work with the city to determine impact on urban zones**
 - C. Increase police presence in the neighborhoods**
 - D. Terminate officers suspected of profiling**
- 2. According to the Fair Labor Standards Act, why must an employer pay overtime regardless of prior approval?**
 - A. It is dependent on employee negotiation**
 - B. It does not distinguish between approved and unapproved time**
 - C. Overtime pay is optional for the employer**
 - D. It is a company policy issue**
- 3. What is "collective action" in labor law?**
 - A. The process of hiring a lawyer for disputes**
 - B. The ability of employees to unite for shared grievances**
 - C. Actions taken to promote individual awards**
 - D. A procedure for promoting workplace safety**
- 4. Which of the following actions would likely be considered retaliation in employment?**
 - A. Offering a pay raise to all employees**
 - B. Reassigning an employee to a less desirable job after they filed a complaint**
 - C. Implementing a new training program for all staff**
 - D. Providing additional resources to the team**
- 5. In the context of employment law, what constitutes retaliatory action?**
 - A. Granting promotions following discrimination claims**
 - B. Increased wages in response to employee complaints**
 - C. Taking adverse actions against an employee after they report a violation**
 - D. Firing employees for performance issues**

- 6. What can an HR officer do to correct a screening process that disqualifies minority applicants?**
- A. Increase background check requirements for all positions**
 - B. Ensure that job requirements match the skills needed**
 - C. Remove all job requirements for initial interviews**
 - D. Conduct demographic hiring audits administratively**
- 7. Why is the manufacturing company prohibited from using yellow-dog contracts?**
- A. Employees cannot sign away their right to organize**
 - B. Such contracts violate state law regarding labor relations**
 - C. Employees must have the freedom to choose their representation**
 - D. All employment contracts must support union rights**
- 8. What is the primary role of the National Mediation Board (NMB)?**
- A. To represent employees in labor negotiations**
 - B. To oversee labor relations in the public sector**
 - C. To mediate disputes in healthcare industries**
 - D. To oversee labor relations in the airline and railroad industries**
- 9. How should an organization address a situation where an employee feels unsafe reporting harassment?**
- A. Encourage informal discussions**
 - B. Provide a safe and anonymous reporting mechanism**
 - C. Require the employee to confront the harasser**
 - D. Advise the employee to submit written complaints only**
- 10. If the employer refuses to negotiate with the newly voted union, what is the appropriate action for compliance?**
- A. Seek legal advice**
 - B. Accept the negotiation request**
 - C. Publicly announce their refusal to bargain**
 - D. Postpone all contract negotiations**

Answers

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

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Explanations

1. How should a police chief address racial profiling linked to a city ordinance?

- A. Ignore the complaints until further evidence is provided**
- B. Work with the city to determine impact on urban zones**
- C. Increase police presence in the neighborhoods**
- D. Terminate officers suspected of profiling**

Working with the city to determine the impact of a city ordinance on urban zones is a proactive approach that addresses the complex issue of racial profiling effectively. This option recognizes the necessity of engaging different stakeholders and gathering comprehensive data to understand how certain regulations may affect various communities. By collaborating with city officials and community leaders, the police chief can facilitate discussions that take into account the perspectives of residents who may be disproportionately affected by policing practices. This method not only fosters transparency and trust within the community but also allows for the examination of any unintended consequences of the city ordinance, ensuring that policing strategies are fair and just. Such collaboration may lead to the development of policies or training programs that can mitigate instances of racial profiling and encourage more equitable law enforcement practices. Addressing the root causes of racial profiling through informed dialogue supports the creation of a more positive relationship between law enforcement and the community.

2. According to the Fair Labor Standards Act, why must an employer pay overtime regardless of prior approval?

- A. It is dependent on employee negotiation**
- B. It does not distinguish between approved and unapproved time**
- C. Overtime pay is optional for the employer**
- D. It is a company policy issue**

The Fair Labor Standards Act (FLSA) mandates that employers pay eligible employees overtime for hours worked beyond the standard 40-hour workweek, regardless of whether those hours were previously approved by the employer. This obligation arises from the law's focus on the hours actually worked rather than the prior authorization of those hours. The rationale behind this requirement is grounded in the FLSA's purpose, which is to protect workers by ensuring they receive fair compensation for all hours worked. The law recognizes that employees may not have control over their workload or the necessity to work beyond regular hours, hence it emphasizes the principle that all hours worked should be compensated appropriately. As a result, employers are held accountable for all hours that an employee works, irrespective of any internal policies regarding prior approval for overtime. This foundational aspect of the law underscores that employers cannot evade their obligation to pay for overtime simply because employees did not seek permission beforehand. Therefore, the clarity brought by the FLSA on this matter is a key protection for workers, emphasizing that the mere act of working additional hours triggers the employer's responsibility to pay overtime, making the specified choice the correct answer.

3. What is "collective action" in labor law?

- A. The process of hiring a lawyer for disputes
- B. The ability of employees to unite for shared grievances**
- C. Actions taken to promote individual awards
- D. A procedure for promoting workplace safety

Collective action in labor law refers to the ability of employees to come together to voice shared grievances, negotiate working conditions, or advocate for better terms of employment. This concept is rooted in the idea that when employees unite, they can present a more formidable force in discussions with employers, thereby enhancing their bargaining power. Such collective actions can manifest in various forms, including strikes, picketing, and collective bargaining, where groups of workers negotiate contracts as a single entity rather than as individuals. This united approach is crucial in labor law as it is designed to protect and empower workers by ensuring they can collectively pursue their interests and rights in the workplace. This concept is foundational in the formation of labor unions and is protected under various labor laws that promote the right to organize and engage in collective bargaining. The focus on shared grievances underscores the collaborative nature of collective action, highlighting its significance in fostering a balanced power dynamic between employees and employers.

4. Which of the following actions would likely be considered retaliation in employment?

- A. Offering a pay raise to all employees
- B. Reassigning an employee to a less desirable job after they filed a complaint**
- C. Implementing a new training program for all staff
- D. Providing additional resources to the team

Retaliation in employment refers to negative actions taken against an employee as a response to their participation in a protected activity, such as filing a complaint about discrimination, harassment, or other workplace issues. In this context, reassigning an employee to a less desirable job following their filing of a complaint can be clearly seen as a retaliatory action. This type of reassignment could negatively impact the employee's career growth, job satisfaction, and overall morale, which are generally considered unacceptable responses to engaging in legally protected activities. The other actions mentioned—offering a pay raise, implementing a new training program, and providing additional resources—do not reflect negative consequences directed at an individual for their complaint. Instead, they tend to promote a supportive work environment or enhance employee benefits, which would not constitute retaliatory behavior against an employee for taking advantage of their rights. Thus, reassigning the employee to a less desirable position specifically ties back to the complaint and reflects a punitive response, making it the clear choice for illustrating retaliation in the workplace.

5. In the context of employment law, what constitutes retaliatory action?
- A. Granting promotions following discrimination claims
 - B. Increased wages in response to employee complaints
 - C. Taking adverse actions against an employee after they report a violation**
 - D. Firing employees for performance issues

Retaliatory action in the context of employment law refers to actions taken by an employer against an employee as a reaction to that employee engaging in a protected activity, such as reporting a violation of labor laws or discrimination claims. The correct choice highlights that retaliatory actions are specifically adverse actions taken against an employee after they have reported wrongdoing or made complaints. This type of retaliation is illegal because it seeks to punish or discourage employees from exercising their rights. Adverse actions can include a variety of measures such as demotion, reduction in pay, unfavorable job assignments, or even termination. It is crucial for employees to feel safe when reporting issues since protections against retaliation are designed to uphold workplace integrity and compliance with the law. The other choices do not reflect the definition of retaliatory actions. Granting promotions or increasing wages after complaints indicates a supportive response to employees asserting their rights, not retaliation. Firing employees for genuine performance issues, when documented and justified, does not constitute retaliation unless it is shown that the firing was in response to a protected activity. Thus, it is important for both employees and employers to understand the nature of retaliatory actions and the legal protections in place to safeguard employees from such conduct.

6. What can an HR officer do to correct a screening process that disqualifies minority applicants?
- A. Increase background check requirements for all positions
 - B. Ensure that job requirements match the skills needed**
 - C. Remove all job requirements for initial interviews
 - D. Conduct demographic hiring audits administratively

Selecting the option that focuses on ensuring that job requirements match the skills needed is a proactive approach to address potential biases in the screening process. When job requirements are closely aligned with the actual skills necessary for a role, it helps to eliminate unnecessary barriers that may disproportionately affect minority applicants. An effectively crafted job description should reflect the essential functions and qualifications required for the position without being overly restrictive. This process can reduce the likelihood of disqualification based on irrelevant criteria, which might unintentionally disadvantage certain groups. For example, requiring advanced degrees or specific years of experience when the role could be successfully filled by a candidate with a different but relevant background may disqualify qualified minority applicants. Making sure that job requirements are pertinent to the job at hand not only promotes a more inclusive hiring process but also ensures that the most suitable candidates are considered based on their actual capabilities rather than arbitrary standards. This adjustment can lead to a more diverse applicant pool and improve overall hiring outcomes.

7. Why is the manufacturing company prohibited from using yellow-dog contracts?

- A. Employees cannot sign away their right to organize**
- B. Such contracts violate state law regarding labor relations**
- C. Employees must have the freedom to choose their representation**
- D. All employment contracts must support union rights**

The prohibition against yellow-dog contracts primarily stems from the principle that employees should not be forced to relinquish their right to organize. These contracts, which require employees to agree not to join a union as a condition of employment, infringe upon workers' rights to freely associate and choose their representation. The National Labor Relations Act (NLRA) established the right of employees to engage in collective bargaining and join unions without employer interference. Allowing yellow-dog contracts would undermine this legal framework by coercively limiting employees' ability to organize and advocate for better working conditions and benefits. Consequently, the correct answer highlights the fundamental principle of labor rights: that employees must have the autonomy to decide whether or not to participate in union activities without fear of repercussion from their employer.

8. What is the primary role of the National Mediation Board (NMB)?

- A. To represent employees in labor negotiations**
- B. To oversee labor relations in the public sector**
- C. To mediate disputes in healthcare industries**
- D. To oversee labor relations in the airline and railroad industries**

The primary role of the National Mediation Board (NMB) is to oversee labor relations specifically in the airline and railroad industries. This agency was established by the Railway Labor Act of 1926, which was aimed at addressing the unique nature of labor relations in these two sectors due to their impact on national commerce and the economy. The NMB's functions include facilitating collective bargaining, mediating disputes, and overseeing the representation election processes for union representation. Given the critical importance of continuous service in transportation industries, the NMB plays a vital role in ensuring that disagreements between unions and employers are resolved efficiently, which helps to maintain stability and prevent disruptions in essential services. Its focus on the airline and railroad industries distinguishes it from other regulatory bodies that may oversee labor relations in different sectors, making this the correct answer to the question.

9. How should an organization address a situation where an employee feels unsafe reporting harassment?

A. Encourage informal discussions

B. Provide a safe and anonymous reporting mechanism

C. Require the employee to confront the harasser

D. Advise the employee to submit written complaints only

Providing a safe and anonymous reporting mechanism is crucial in addressing situations where employees feel unsafe reporting harassment. This approach creates an environment where individuals can voice their concerns without fear of repercussions, retaliation, or further harassment. An anonymous mechanism can help alleviate the anxiety of potential backlash, encouraging more employees to come forward with their experiences. When employees believe they can report misconduct without exposing themselves to additional risks, it promotes a culture of safety and trust within the organization. Additionally, such mechanisms can lead to more effective identification and resolution of harassment issues, contributing to the overall wellbeing of the workplace. The other options, while they may seem beneficial, do not adequately address the core concern of safety and comfort for the employee. Informal discussions may not provide enough structure or protection for sensitive issues like harassment. Requiring an employee to confront the harasser directly can put them in an even more unsafe situation, potentially exacerbating the problem. Advising the employee to submit written complaints only may not offer the anonymity needed and could also discourage them from reporting due to fear of exposure.

10. If the employer refuses to negotiate with the newly voted union, what is the appropriate action for compliance?

A. Seek legal advice

B. Accept the negotiation request

C. Publicly announce their refusal to bargain

D. Postpone all contract negotiations

In the context of labor relations, when a union is newly voted in and recognized, the employer is legally obligated to engage in good faith negotiations with the union regarding the terms of employment. Accepting the negotiation request is the appropriate action in order to comply with labor laws. This obligation is rooted in the National Labor Relations Act (NLRA), which mandates that employers recognize and bargain with certified unions. By agreeing to negotiate, the employer demonstrates respect for the workers' rights to organize and ensures that the union can represent the employees effectively in discussions about wages, working conditions, and other employment matters. Fulfilling this duty is critical to fostering a cooperative relationship between the employer and the union, ultimately helping to avoid potential legal disputes or charges of unfair labor practices that could arise from failing to bargain in good faith. Engaging constructively with the union can also lead to agreement on a collective bargaining agreement, contributing to a more stable and positive work environment.

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-hrm3110-d352.examzify.com>

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