# APPENDIX D

# FINAL EXAMINATION

## How To Take the Final Examination

The purpose of the final examination is to find out how much you have learned about equal employment opportunity and the actions you should take as a supervisor or manager in the DFO when EEO issues arise.

While taking the final examination, read each question carefully and select the answer that you think is correct after reading all the possible choices. Complete all of the questions. You may refer to the course materials to help you answer the questions.

Your answers will be scored and the results returned to you as quickly as possible. If you score 75 percent or higher, you will receive a certificate of completion from FEMA. If you score less than 75 percent, you will be given another chance to take the test.

The final examination consists of 25 questions, and should take no longer than 30 minutes to complete.

Please go to http://training.fema.gov/EMIWeb/IS/examnotice.asp?eid=is16 to access the exam and submission form.

## FINAL EXAMINATION

## FEMA SUPERVSORS' GUIDE TO EQUAL EMPLOYMENT OPPORTUNITY

*Carefully read each question and all of the possible answers before marking your responses on the answer sheet. There is only one correct response for each test item. Mark each answer on the answer sheet by filling in the appropriate space with a soft lead (#2) pencil.*

1. According to the Age Discrimination and Employment Act, at what age does an employee fall into the age-protected class?

   a. 39
   b. 40
   c. 50
   d. 65

2. Which of the following is an example of discrimination under Title VII?

   a. Discrimination on the basis of race, color, religion, sex, or national origin.
   b. Discrimination on the basis of age.
   c. Discrimination on the basis of physical or mental impairment.
   d. Discrimination based on unequal pay.

3. An example of a Bona Fide Occupational Qualification (BFOQ) is:

   a. Hiring a female actor for a role as a mother.
   b. Hiring a female receptionist over a more qualified male receptionist.
   c. Hiring a young person because it is likely that he or she will be more fit for the physical demands of the job than an older person.
   d. Hiring a male because he will fit in better with the other employees who are mostly male.

4. Which of the following is <u>not</u> an example of reasonable accommodation?

   a. Providing a modified work schedule structured around an employee's physical therapy.
   b. Providing a large screen computer monitor for a visually impaired employee.
   c. Exempting the employee with a disability from performing the essential functions of the job.
   d. Constructing a wheelchair ramp to accommodate an employee in a wheelchair.

## FINAL EXAMINATION (Continued)

5. If an employee files a discrimination complaint naming his or her manager, and the manager provides legitimate non discriminatory reasons for their actions, the Agency will not be held liable for the discriminatory action.

   a. True
   b. False

6. In a DFO, name-calling and sexual harassment is becoming a big problem in one of the sections. The supervisor of the section should:

   a. Let the employees work the problem out among themselves.
   b. Separate the employees so that all of the troublemakers are in different sections.
   c. Stop the behavior and make it clear to all employees the Agency's policy on sexual harassment.
   d. Deal with each offense as you would with normal conflicts between employees; be sure that you have documented the files of the offending persons.

7. Martha and Rose work in the same section of a DFO. They have worked on several disasters together. Martha, a middle-aged African-American woman, was surprised when Rose, a young white woman, was given a supervisory position that Martha thought she was more qualified for. Rose has been working for the Agency for only a short time. In order to minimize the potential of a charge of age and/or race discrimination, the Agency should:

   a. Have records proving Rose was the better qualified for the job.
   b. Tell Martha that she will be considered for the next supervisory opening.
   c. Tell Martha that she doesn't have the right attitude and leadership skills to be a supervisor.
   d. Prepare statistics to show an increase in minority promotions over the past 5 years.

8. One of your employees has a crucifix displayed in his cubicle. As a supervisor, what should you do?

   a. Ignore the situation, it is okay for an individual to have religious artifacts in his or her personal space.
   b. Tell the employee to take the crucifix down.
   c. Take the crucifix down yourself when the employee is not around.
   d. Don't tell the employee to take the crucifix down unless someone complains.

## FINAL EXAMINATION (Continued)

9. A qualified white male has applied for a position in the DFO as a Community Relations Specialist. This position will require him to spend extensive time in the field. The majority of disaster victims in this particular area are Hispanic. You are reluctant to hire him because you feel that the disaster victims will prefer to work with a Hispanic person. Which of the statements below is true as it relates to this situation?

   a. In this situation, it's okay not to hire a qualified white male.
   b. If there were any legal repercussions from not hiring the white male, the supervisor would be on safe ground because the disaster victims probably would prefer to work with a Hispanic person.
   c. The manager could hire the white male and have him work at a job that does not require him to be out in the field.
   d. The manager's beliefs about the preferences of the disaster victims could lead to a legitimate discrimination complaint.

10. Affirmative employment programs require that employers must select women and minorities for jobs if they have been under-utilized in the past, regardless of qualifications.

    a. True
    b. False

11. Tom, a supervisor, calls a team meeting and asks Mary, the only woman on the team, to make coffee for the other team members (her peers). This happens at all the meetings. When Mary asked why she had to make coffee, Tom says that everyone knows a woman's place is in the kitchen. Mary complains to the ERO. Is Tom discriminating against Mary?

    a. Yes, this is a case of sex discrimination under Title VII.
    b. Yes, this is a case of sexual discrimination under the Equal Pay Act.
    c. Yes, he should not have asked her to make the coffee.
    d. No, Tom is just exercising bad judgment.

12. Which of the following questions, once asked of women in employment interviews, are now inappropriate?

    a. Marital status
    b. Work record
    c. Educational background
    d. Reasons for leaving last job

## FINAL EXAMINATION (Continued)

13. Cathy, a supervisor, asks Bob, one of her employees, to go out with her on several occasions. Each time, Bob refused. When the disaster operation started winding down, Bob was the first to be released even though many of the other employees in his area were less qualified than he. The actions on the part of Cathy, the supervisor, may constitute sexual harassment.

    a. True
    b. False

14. Harassment on the basis of race, color, religion, sex, national origin, disability, or age is illegal.

    a. True
    b. False

15. One of your employees has decorated her cubicle with large posters of partially clad males. Although the posters are generally not visible, they are impossible to miss for anyone entering the employee's cubicle. As a supervisor, what should you do?

    a. Ignore the situation unless someone complains.
    b. Ignore the situation because the cubicle is her own personal space and no one can make a legitimate complaint.
    c. Tell the employee to take the posters down and explain to her that someone who enters her cubicle could find the posters offensive.
    d. Take the posters down after the employee leaves work.

16. _____ is a form of discrimination that occurs when a manager or supervisor offers to trade an employment benefit for a sexual favor or threatens to withhold the benefit if the favor is not given.

    a. Hostile environment sexual harassment
    b. Sex discrimination
    c. Quid pro quo sexual harassment
    d. None of the above

17. Which of the following interview questions are illegal?

    a. Why are you interested in this job?
    b. Do you have any objections to traveling?
    c. Do you have a physical disability?
    d. b and c above

## FINAL EXAMINATION (Continued)

18. A supervisor was interviewing a female local hire for a DFO position that would require her to be out in the field. The DFO and the surrounding area are located in a rather rough part of town. The supervisor commented that "as a woman, she probably would not want to work in the field because it is dangerous."

    a. The supervisor was right in telling the woman she wouldn't want to work in the field.
    b. The supervisor, after telling the woman of the job requirements, including the location, should have allowed her to decide if she wanted the position.
    c. The supervisor should not have interviewed the woman for the job in the first place if it was considered too dangerous.
    d. The supervisor shouldn't say anything about the danger of the territory, but should choose the best-qualified applicant for the job.

19. Before offer of employment to a job applicant is made, you may not ask the applicant about the existence, nature, or severity of a perceived disability if you suspect (but are not certain that) the person has a disability.

    a. True
    b. False

20. Which of the following is not a responsibility of the Equal Rights Officer?

    a. Assist employees who allege they have been discriminated against.
    b. Help DFO employees and supervisors resolve potential EEO matters.
    c. Serve as a neutral party.
    d. Handle discrimination complaints that occur in the Regional Offices.

21. If an employee working in a DFO feels that he or she has been discriminated against while working in the DFO, he or she should inform:

    a. All co-workers in his or her work unit.
    b. The Equal Employment Opportunity Counselor.
    c. The Equal Rights Officer.
    d. The FCO.

22. Which of the following physical or mental impairments are not protected under the Rehabilitation Act and the ADA?

    a. Alcoholism
    b. HIV
    c. Epilepsy
    d. Disorders from current illegal drug use

## FINAL EXAMINATION (Continued)

23. Which statement below is false as it pertains to mediation (Alternative Dispute Resolution)?

    a. A trained neutral party conducts mediation.
    b. All employees who file an EEO complaint must go through mediation.
    c. Mediation can occur at any time during the EEO complaint process.
    d. A mediator helps the parties to agree on a mutually acceptable resolution.

24. The Rehabilitation Act and the ADA do not protect which of the following mental impairments?

    a. Depression
    b. Pyromania
    c. Learning disabilities
    d. Organic brain syndrome

25. An employer does not have to provide accommodation that causes undue hardship. Which of the following is not an example of an undue hardship?

    a. An employee's work hours are changed.
    b. The accommodation substantially disrupts the performance of other employees in the unit.
    c. The accommodation poses a major financial hardship.
    d. The accommodation significantly impacts the structure and nature of the work conducted by the Agency or work unit.