KEY TO QUIZ
The following quiz is a combination of questions including: True or False, Fill in the Blank, Multiple Choice, and Multiple Answers. It will be indicated above the question if it is multiple answers. Place an “X” next to the best possible answer(s).

1. Ageia Health Services is an equal opportunity employer?
   ___ True
   ___ False

2. Telling vulgar jokes or making sexual comments about a co-worker is:
   ___ a. Funny, if the co-worker laughs too
   ___ b. Alright as long as the co-worker never hears you say it
   ___ c. Sexual Harassment
   ___ d. None of the above

3. How much notice should I give if I need to resign from my job:
   ___ a. At least two weeks
   ___ b. It depends on the reason you are resigning
   ___ c. None
   ___ d. 30 days or more

4. Failing to report for my shift and not calling in to notify my supervisor is considered:
   ___ a. No call, no show
   ___ b. Okay, if you are really ill
   ___ c. Considered a voluntary resignation
   ___ d. Both a and c

5. The work week for calculating overtime is based on what day to what day:
   ___ a. Monday through Friday
   ___ b. Sunday midnight through Saturday midnight
   ___ c. Depends on what shift you work
   ___ d. Monday 1am through Sunday midnight

6. Paydays fall on:
   ___ a. The 10th and the 25th
   ___ b. The 1st and the 15th
   ___ c. Every other Friday

7. To properly record my time on the time clock I should:
   ___ a. Have a co-worker punch out for me if I’m running a little late
   ___ b. Punch in as soon as I get to work regardless of my scheduled start time
   ___ c. Punch out the same amount of time I was late on my punch in time so my total hours stay the same
   ___ d. Punch in as close as possible to my scheduled start and stop time
EMPLOYEE HANDBOOK QUIZ

Print Your Name: ________________________

Date Test Taken: ________________________

8. If I work extra hours because a supervisor asked me to work late I should automatically come in late or leave early on my next shift?
___ True
___ False

9. Employee smoking is allowed:
___ a. Behind the building where residents can’t see you
___ b. In front of the building as long as it is on the curb
___ c. Inside the employee’s personal vehicle containing smoking items in the car
___ d. On a resident’s patio that smokes

10. Employment with Ageia Health Services is considered “At Will” meaning either party can terminate employment without reason?
___ True
___ False

11. The chain of command to follow for voicing grievances is:
___ a. My co-workers first so they can give me some feedback before I tell my supervisor
___ b. My supervisor, the Executive Director, The President of the Company
___ c. Residents and then the Executive Director
___ d. It really doesn’t matter what order so long as I report my concerns

12. Posting negative comments on any social media (facebook, twitter, etc) regarding company, resident, or co-worker information will result in disciplinary action and possible legal action?
___ True
___ False

13. My locker and workspace are private and therefore no one has the right to view the contents.
___ True
___ False

14. If a resident or family member wants to give you a gift or tip of appreciation you should:
___ a. Explain that you would really like to take the gift but management will not allow it
___ b. Be discreet and accept the gift so you do not upset them
___ c. It really depends on the value of the gift/ tip whether you can accept it or not
___ d. Graciously decline and recommend a kudos letter to the Executive Director

15. Employees of Ageia Health Services are only allowed to serve as a witness for a resident signing a power of attorney document?
___ True
___ False

16. It is not necessary for you to read the employee handbook since you reviewed the power point presentation?
___ True
___ False
17. Which statement is **NOT** true regarding Ageia Health Services dress code policy:
   ___ a. You must always wear a nametag to identify yourself to residents and guests
   ___ b. Tank tops are not allowed even the hot weather
   ___ c. Jeans can be worn at any time as long as they are clean and in good condition
   ___ d. Footwear must be closed toe, comfortable, walking shoe type

18. At what times may drug testing be conducted:
   ___ a. Pre-employment
   ___ b. Post on-the-job accident/incident
   ___ c. Reasonable suspicion
   ___ d. Anytime a supervisor feels it is necessary
   ___ e. Answers a, b, and c

19. It is okay to use company equipment, i.e. copier, fax, postage machine, tables, dollies, tools, etc., as long as you tell a co-worker?
   ___ True
   ___ False

20. It is okay to use your cell phone at work as long as you only text?
   ___ True
   ___ False