

## Personnel Questions

1. Which one of the following describes a person considered to have a disability within the meaning of the ADA?
  - (a) The person makes lots of mistakes
  - (b) The person has a physical or mental impairment that substantially limits one or more major life activities
  - (c) The person does not work well in a group
  - (d) The person does not make a good appearance
  
2. Chapter 68 of the City Charter deals with which of the following?
  - (a) examination rating procedures
  - (b) definition of "major life activities"
  - (c) conflicts of interest
  - (d) adoption of the executive budget
  
3. How long is the probationary period for employees appointed from open competitive lists?
  - (a) 6 months
  - (b) 1 year
  - (c) 18 months
  - (d) None can be waived by the agency
  
5. If an employee feels he/she is being sexually harassed, what action should be taken first?
  - (a) tell the harasser to stop
  - (b) tell your supervisor
  - (c) contact the agency's EEO officer
  - (d) go to the Human Rights Commission
  
6. Who is responsible for obtaining approval before the start of an employee's annual leave?
  - (a) the supervisor
  - (b) the agency head
  - (c) the union representative
  - (d) the employee

7. Who adopts the executive budget for the City of New York?

- (a) the mayor
- (b) the borough presidents
- (c) the city council
- (d) the voters of the City of New York

8. Executive Order 16 covers all of the following except:

- (a) standards of conduct, unethical conduct, misconduct
- (b) conflicts of interest
- (c) incompetence
- (d) contract bidding procedures

9. Executive Order 16 applies to all of the following except:

- (a) city employees
- (b) persons doing business with the city
- (c) city agencies
- (d) private corporations having no dealings with the city but located within the city

10. What is the dollar limit city employees may accept from someone who does business with the city?

- (a) \$150
- (b) \$100
- (c) \$75
- (d) Under \$50

11. When two people have the same rating or score on a civil service examination, how is their place on the civil service list determined?

- (a) alphabetically, by last name
- (b) by work experience
- (c) by sequence of their social security numbers
- (d) by educational credentials

12. The Family and Medical Leave Act (FMLA) provides employees up to 12 weeks of unpaid leave per year for all of the following except:

- (a) to care for a newborn, recently adopted, or foster child placed with the employee
- (b) to take time off because of his/her own serious health
- (c) to care for employee's spouse, parent or child with a serious health condition
- (d) to take educational courses to enhance job performance

- 1. B
- 2. C
- 3. B
- 5. A
- 6. D

- 7. C
- 8. D
- 9. D
- 10. D
- 11. C
- 12. D