



# Human Resource Management (535)

**REGIONAL – 2020**

**PRELIMINARY**

Presentation Points	_____	(140 points)
Specification Points	_____	(20 points)
<b><i>TOTAL POINTS</i></b>	_____	<b><i>(160 points)</i></b>

**Failure to adhere to any of the following rules will result in disqualification:**

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**
- 3. Electronic devices will be monitored according to ACT standards.**

No more than ten (20) minutes preparation  
No less than three (3) and no more than five (5) minutes oral presentation  
No more than three (3) minutes judges' questions

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### **Description**

Assess interpretation of personnel policies and knowledge of human resource management.

### **Regional Preliminary Scenario**

CJ Rose is an employee in the Financial Services Department of Professional Business Associates. CJ was recently arrested on suspicion of selling prescription drugs. He is free on bond until his court date sometime in the next couple of months. Since this would reflect poorly on Professional Business Associates, CJ asked to meet with his department manager to explain the situation. An undercover drug agent asked CJ to obtain Xanax from his roommate and sell it to him. CJ was arrested after the second drug exchange when he realized that the buyer was undercover. CJ has no prior legal incidents and has never been known to be involved in illegal activities of any kind.

As a Human Resources Manager, how would you handle this situation? Use your Human Resources Manual as a guide.

**A contestant will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

**Contestants who do not submit an entry that follows this topic will be disqualified.**

### **Solution—Topics may be found in the Human Resources Manual**

- See Unpaid Leaves – page 24
- See Unacceptable Activities – pages 12-14
  - #6
- See Disciplinary Actions – page 14
- See Drug-Free Workplace – pages 14-15