

## Management – Chapter 5 Key Words

1. Authentic record
2. Code of federal Regulation
3. Compensation
4. Electronic business
5. Employee Polygraph Protection Act
6. Equal Pay Act
7. Fair Labor Standards Act
8. Family and Medical Leave Act
9. Federal Social Security Act
10. Immigration Reform and Control Act
11. Indirect compensation
12. Output-based salary
13. Records management
14. Reliable record
15. Retention periods
16. Transfer
17. Unemployment insurance
18. Workers' compensation

- \_\_\_\_\_ Amendment to the Fair Labor Standards Act; same wages for women performing work substantially equal to that performed by men. Differences allowed on basis of seniority, experience or education.
- \_\_\_\_\_ Changing records from active to inactive status.
- \_\_\_\_\_ Commonly known as employee or fringe benefits.
- \_\_\_\_\_ Controlling the life cycle of the record from creation to disposition.
- \_\_\_\_\_ Internet-based business.
- \_\_\_\_\_ Means of rewarding employees for their labor.
- \_\_\_\_\_ One that can be trusted as full and accurate.
- \_\_\_\_\_ Part of the Social Security Act, for workers who without personal fault, become unemployed.
- \_\_\_\_\_ Pay based upon production. Incentives offered so that employee's salary will increase with increased productivity.
- \_\_\_\_\_ Proven to be what it purports to be and created by the person who actually created it.
- \_\_\_\_\_ Provides coverage to employees who are incapacitated because of accidental injury, disease or death incurred while on the job.
- \_\_\_\_\_ Provides monthly benefits to insured persons and their dependents in the event of retirement, disability or death and provides Medicare to persons 65 and over.
- \_\_\_\_\_ Requires a copy of a statement be provided to the employee specifying incident under investigation, basis for testing, notice given to examiner, reports, questions and all records related to the testing must be retained 3 years from the date of the test. Disclosure of test results must be limited.
- \_\_\_\_\_ Requires employer to provide an eligible employee up to 12 weeks of unpaid leave during a 1-year period for medical emergencies for self or immediate family members.
- \_\_\_\_\_ Requires employers to keep I-9 forms separate from personnel file and keep copies of supporting identification and work authorization documents for at least 3 years.
- \_\_\_\_\_ Specifies the length of time each record is to be kept prior to its destruction.
- \_\_\_\_\_ Specifies which records must be kept and how long they must be kept.
- \_\_\_\_\_ Wage and Hour Law established the requirements for an employer to pay employees a minimum wage and time-and-a-half for overtime worked over 40 hours per week.