



**HUMAN RESOURCE MANAGEMENT**

(535)

**REGIONAL 2024**

**FINAL**

**Presentation Points \_\_\_\_\_\_\_\_\_\_ (150 points)**

**TOTAL POINTS \_\_\_\_\_\_\_\_\_\_ (150 points)**

**Preparation Time: 20 minutes**

**GENERAL GUIDELINES:**

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

1. Contestant must hand in this test booklet and all printouts if any.
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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

**Description:**

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

**Regional Final Key Scenario:**

During a meeting with Roger Meyer, Manager of the Marketing Department for Digital Solutions, Roger casually mentioned he had just finished a performance review of one of his employees and verbally offered the employee a 15% pay raise due to 1) extra hours and responsibilities the employee assumed after a recent department restructure; and 2) the employee’s formal request for a raise to help offset costs associated with undisclosed personal legal fees. Roger wasn’t aware of the recently approved Board policy regarding employee pay increases which specifically states, “An employee must receive a minimum 2% cost-of-living pay increase and a maximum 10% performance pay increase annually.”

As the Human Resources Manager, how would you handle this situation? In your solution, include recommendations using 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***

* Notice – page 3
* What You Can Expect From Digital Solutions – pages 7-8
* What Digital Solutions Expects from You – pages 8-9
* Open Communication Policy – p. 9
* Performance Reviews – p. 20
* Compensation Reviews – p. 21