



**HUMAN RESOURCE MANAGEMENT**

(535)

**REGIONAL 2024**

**PRELIMINARY**

**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 Preliminary Key Scenario:**

Digital Solutions is a medium-sized technology firm that develops and sells software, hardware, and services. The company has a formal dress code policy that requires employees to dress in a manner that projects a professional image. Sean, a Digital Media Specialist in the Marketing Department, frequently disregards the dress code policy by wearing casual attire, such as jeans, t-shirts, a baseball cap, and sneakers. When he wears t-shirts, the tattoos on his upper arms are clearly visible. Sean’s non-compliance with the dress code has been noticed by customers, colleagues, and management. Several employees have raised concerns about the inconsistent enforcement of the dress code policy, which has led to discontent and a perceived lack of fairness.

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

* What Digital Solutions Expects From You – page 8
* Open Communication Policy – page 9
* Customer Relations – page 10
* Standards of Conduct – page 12
* Dress Code – pages 17-18