

# SCIENCE MUSEUM OKLAHOMA

## HUMAN RESOURCES

### HUMAN RESOURCES ORIENTATION TRIVIA GAME

HOST: Welcome to the “the Human Resources Orientation Trivia Game.”

Please take a moment to separate into three teams and quickly come up with a team name.

What is your name team 1?

What is your name team 2?

What is your name team 3?

Game Rules: Please decide on the order on which your players will go up to the buzzer and answer questions. You may rely on your team for help in answering the questions. The team to correctly answer the question wins the point.

These questions are all related to Human Resources compliance policies that we went over during your first day at SMO!

Are you ready to begin?

1	Question Type:	MULTIPLE CHOICE		
1	Question:	Part-Time employees must work under how many hours a week on a regular basis?		
1	Multiple Choice:	A: 80 Hours	B: 20 Hours	C: 30 Hours
1	Correct Answer:	C: 30 Hours		

2	Question Type:	MULTIPLE CHOICE		
2	Question:	What is one of the main differences between exempt and nonexempt employees?		
2	Multiple Choice:	A: nonexempt employees are not real.	B: Nonexempt employees get paid overtime for any hours worked over 40 hours.	C: Nonexempt employees get paid overtime for any hours over 30 hours
2	Correct Answer:	B: Overtime		

3	Question Type:	DIRECT ANSWER		
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3	Question:	At SMO we strive to reveal the wonder and relevance of science to everyone. We prohibit unlawful discrimination or harassment based on any of the protected status recognized by the federal government. Name three of the 10 protected status's recognized by the federal government
3	Correct Answer:	Race, Color, Religion, Sex (including pregnancy, gender identity and sexual orientation), national origin , age over 40, disability or genetic information

4	Question Type:	TRUE OR FALSE
4	Question:	True or False: Should you report an incident of discrimination or harassment to HR or your supervisor if it came from a guest and not another employee?
4	Correct Answer:	True. If you experience discrimination or harassment you should still report it to your supervisor, HR, or Museum Leadership, even if a guest, or vendor is the transgressor. You will not be retaliated against for reporting a claim in good faith.

5	Question Type:	TRUE OR FALSE
5	Question:	True or False: Does our Drug, Tobacco & Weapon Policy allow you to smoke a vape pen in your car in the parking lot?
5	Correct Answer:	False

HOST: So far the scores are: \_\_\_\_\_

6	Question Type:	MULTIPLE CHOICE		
6	Question:	What is the reason why SMO does not allow staff to wear personal coats & jackets over our staff shirts?		
6	Multiple Choice:	A: Because we believe staff will work harder if they are cold	B: So they can be easily identified as staff members	C: We believe your personal coats are inferior to our SMO Hoodie that you can purchase in the Science Shop.
6	Correct Answer:	B: Floor staff may not cover their staff logo on the back of their shirt so that they can be easily identified by guests and other staff members.		

7	Question Type:	MULTIPLE CHOICE
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7	Question:	Where are SMO employees allowed to park?		
7	Multiple Choice:	A: Anywhere we want	B: There is a blue line in the parking lot. Employees are allowed to park on the Museum side of that blue line.	C: There is a blue line in the parking lot. Employees are allowed to park on the zoo side of that blue line.
7	Correct Answer:	C: There is a blue line in the parking lot. Employees are allowed to park on the zoo side of that blue line.		

8	Question Type:	MULTIPLE CHOICE		
8	Question:	What is our policy on cell phone use for floor staff members?		
8	Multiple Choice:	A: Any cell phone use in the building is strictly prohibited	B: All cell phone use in the building is recorded and monitored	C: Any cell phone use in public view while in uniform is strictly prohibited.
8	Correct Answer:	C: Any cell phone use in public view while in uniform is strictly prohibited.		

9	Question Type:	MULTIPLE CHOICE		
9	Question:	If you fail to notify your supervisor that you will be absent or late to work what can that lead to?		
9	Multiple Choice:	A: Corrective Action	B: Back to Bed	C: Directly to Jail. Do not Pass Go to not Collect \$200
9	Correct Answer:	A: Disciplinary Action or Corrective Action or Coaching		

10	Question Type:	MULTIPLE CHOICE		
10	Question:	If you are at the Museum but you are not working (you are off the clock) what must you remember to do?		
10	Multiple Choice:	A: Like us on Facebook	B: Remove or cover your uniform/staff shirt	C: Reveal the wonder and relevance of Science
10	Correct Answer:	B: Remove or cover your uniform		

HOST: Going into the last 5 Questions the Scores are Team 1 with: \_\_\_\_ and Team 2 with: \_\_\_\_

11	Question Type:	MULTIPLE CHOICE		
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11	Question:	You already know the Museum gives paid leave to FT employees, how much leave do PT employees accrue?		
11	Multiple Choice:	A: No Leave	B: Up to 24 hours of leave	C. Up to 48 hours of leave
11	Correct Answer:	C: 48 hours and it accrues as you work (24 hours carries over each anniversary year.)		

12	Question Type:	MULTIPLE CHOICE		
12	Question:	If the Museum closes due to inclement weather employees will be paid if they were scheduled to work during the closure. If the Museum opens late how many minutes prior to the stated opening time are employees expected to come in?		
12	Multiple Choice:	A:60 minutes	B:15 minutes	C:30 minutes
12	Correct Answer:	C:30 minutes		

13	Question Type:	MULTIPLE CHOICE		
13	Question:	FMLA is a federal protection for all workers that allows employees 12 weeks of unpaid leave in a rolling calendar year for life events such as the birth of a child or a serious health condition. How long must someone work for SMO before they are eligible for FMLA		
13	Multiple Choice:	A:3 years	B:12 months	C: 7years
13	Correct Answer:	12 months and 1250 hours.		

14	Question Type:	DIRECT ANSWER		
14	Question:	On what day of the week is our pay date at SMO?		
14	Correct Answer:	Bi-weekly on Fridays		

HOST: This is the Final Question of the Human Resources Orientation Trivia Game. Who will win? Are you ready?

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15	Question Type:	DIRECT ANSWER
15	Question:	What is the mission statement of Science Museum Oklahoma?
15	Correct Answer:	We enrich people's lives by revealing the wonder and relevance of science

Tie Breaker:

Which for 3 points. What are the 4 keys to success that we discussed in this orientation?

HOST: An amazing victory for Team \_\_\_\_\_

We hope you have enjoyed the Human Resources Orientation Trivia Game and learned so much about our policies and procedures today. 😊

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**SCORE CARD**

<b>RED TEAM</b>		<b>BLUE TEAM</b>		<b>YELLOW TEAM</b>	
Name:		Name:		Name:	
Points:		Points:		Points:	