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| HR Compliance | | |
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| Quick Checklist | | |

# Whether your company has 5 employees or 500, it is important to conduct a regular review of your HR benefits related notices, records, and procedures to ensure compliance with the law. The checklist highlights a few key steps for evaluating your management practices to keep your company HR compliant.

# Hiring

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|  | 1. Ensure that job descriptions are Americans with Disabilities Act (ADA) compliant and meet state nondiscrimination requirements related to disability. |
|  | 1. Update policies related to drug testing, use of arrest and conviction records, and other candidate material comply with federal and state law. |
|  | 1. Job offer letters are reviewed by an HR specialist and include a statement regarding employment at-will. |
|  | 1. Forms I-9 are completed for all new employees within three business days from the first day of work. |
|  | 1. Go over your onboarding program for new employees to familiarize them with the company’s practices. |

# Employee Pay

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|  | 1. Employees are properly classified as exempt or non-exempt based on specific job duties and compensation. (Note: Job titles do not determine an employee’s exempt or non-exempt status.) |
|  | 1. Review your pay practices including minimum wage and overtime pay, compliance with Fair Labor Standards Act and state laws. |
|  | 1. Employee pay periods (weekly, bi-weekly, semi-monthly) are scheduled in accordance with state wage payment timing requirements. |
|  | 1. Pay and incentive programs treat employees equitably, and decisions about promotions and merit raises are based on clear, objective criteria. |

# Benefits

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|  | 1. Employee benefit plans (medical and retirement) comply with all requirements under federal and state law, including Health Care Reform notices and other requirements for group health plans. |
|  | 1. Summary plan descriptions (SPDs) and other benefit plan notices are distributed to employees as required under federal and state law. |
|  | 1. Employees are provided required notices about continuation of health coverage under COBRA or state “mini-COBRA” laws, and all obligations for continuation coverage are fulfilled. |
|  | 1. Policies and procedures on paid vacation, holidays, and sick are reviewed on a regular basis (including for compliance with FMLA or similar state laws), along with other benefits offered, such as flextime. |

# Employee Policies and Procedures

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|  | 1. All company policies and procedures comply with federal and state labor laws on employee leave, equal employment opportunity, sexual harassment, worker safety, and other requirements. |
|  | 1. Every employee is provided a handbook explaining company policies and procedures for standards of conduct, nondiscrimination, benefits, and other terms and conditions of employment. (Be sure employees sign a receipt acknowledging that they have reviewed the handbook.) |
|  | 1. Put procedures into place for maintaining employee records and files as required by law, including for designating the information to be collected, confidentiality, and how long to keep records. Medical records and other confidential documents are kept in a separate file from personnel files. |

*Please note that the above list is not all-inclusive.*