## HR Compliance Quick-Check

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

Hiring

Job descriptions, advertisements, and interviews are <u>ADA compliant</u> and meet state nondiscrimination requirements related to disability.

Employment applications comply with state laws about prohibited interview statements. All interview questions are appropriate, and relate directly to the position and the applicant's ability to perform the job's essential functions. Questions do not discriminate based on race, sex, religion, age, ethnic group, national origin, marital status, military service, disability, or any other Independent contractor relationships are carefully reviewed to prevent misclassification.

## Benefits

Employee benefit plans (medical and retirement) comply with all requirements under federal and state law, including <u>Health Care Reform</u> notices and other requirements for group health plans. All plan documents, including enrollment forms and employee communications, are accurate, consistent, and legally compliant.

<u>Summary plan descriptions</u> (SPDs) and other benefit plan notices are distributed to employees as required under federal and state law.

All reporting and filing requirements for medical and retirement benefits are satisfied.

Employees are provided required notices about continuation of health coverage under <u>COBRA</u> or state "mini-COBRA" laws, and all obligations for continuation coverage are fulfilled.

Policies and procedures on paid vacation, holidays, and sick leave are reviewed on a regular basis (including for compliance with <u>FMLA</u> or similar state laws), along with other benefits offered, such as flex-time and telecommuting.

Information about benefits is clearly communicated to employees, and policies and procedures for benefits are applied fairly and consistently.

## Employee Policies & Procedures

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. 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.)

Labor law posters required to be displayed under <u>federal</u> and state law are posted where employees can easily see them.

Procedures are in 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. Employees receive necessary skills and regulatory training, including training on safety and sexual harassment.

Human resources policies and procedures apply equally to all employees, and are applied fairly and consistently throughout the company.