

Employment and Labor Laws

- ☐ Verify employee classification (exempt vs. non-exempt) under the Fair Labor Standards Act (FLSA)
- ☐ Ensure independent contractors meet legal criteria to avoid misclassification penalties
- ☐ Complete and maintain accurate Form I-9 documentation for all employees
- ☐ Review state and local labor laws for minimum wage, paid leave, and non-compete agreement changes
- ☐ Update policies for at-will employment and ensure termination procedures align with legal requirements

Wage and Hour Regulations

- ☐ Confirm compliance with federal and state minimum wage laws
- ☐ Ensure non-exempt employees receive proper overtime pay
- ☐ Conduct internal pay equity audits to identify and address salary disparities
- ☐ Provide pay transparency in job postings where required
- ☐ Implement a reliable time-tracking system to monitor employee hours and breaks
- ☐ Retain payroll and timekeeping records in accordance with legal requirements

Workplace Safety and OSHA Compliance

- ☐ Provide workplace hazard training and ensure employees have protective equipment
- ☐ Establish and communicate emergency evacuation plans
- ☐ Conduct regular fire, medical emergency, and disaster preparedness drills
- ☐ Implement and enforce workplace violence and harassment prevention policies
- ☐ Maintain records of workplace injuries and illnesses as required by OSHA
- ☐ Submit annual OSHA reports if applicable

Anti-Discrimination and Harassment Policies

- ☐ Comply with Equal Employment Opportunity (EEO) regulations in hiring, pay, and promotions
- ☐ Conduct periodic audits of hiring and compensation practices to prevent discrimination
- ☐ Provide harassment prevention training for all employees and managers
- ☐ Implement a confidential system for reporting harassment and discrimination
- ☐ Ensure ADA compliance by providing reasonable accommodations to employees with disabilities
- ☐ Regularly review hiring and workplace accessibility policies for compliance with disability laws

Employee Benefits and Leave Policies

- ☐ Confirm compliance with Family and Medical Leave Act (FMLA) requirements for eligible employees
- ☐ Track state-level paid leave laws and update policies accordingly
- ☐ Ensure Affordable Care Act (ACA) compliance for businesses with 50+ employees
- ☐ Provide employees with accurate information about healthcare and retirement benefits
- ☐ Administer COBRA benefits for employees experiencing qualifying events
- ☐ Review retirement plan compliance with ERISA standards

HR Compliance Audits and Best Practices

- ☐ Conduct annual HR compliance audits covering key policies and procedures
- ☐ Review and update employee handbooks to reflect current labor laws and company policies
- ☐ Require employees to acknowledge receipt of handbook updates
- ☐ Provide regular compliance training on workplace policies, wage laws, and harassment prevention
- ☐ Maintain records of completed compliance training for employees and managers
- ☐ Establish multiple, confidential whistleblower reporting channels
- ☐ Investigate complaints promptly and document corrective actions taken