# HR COMPLIANCE CHECKLIST

When evaluating your HR compliance, be sure your documents adhere to compliance laws.

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| ✔ | **EMPLOYMENT APPLICATION AND BACKGROUND CHECK** |
|  | * Contains appropriate language * Compliant with applicable non-discrimination laws * Compliant with criminal background inquiries   + Ban-the-box laws   + Credit check laws   + Federal and state Fair Credit Reporting Act laws   + Industry-specific regulatory background check rules * Compliant with applicable salary history inquiry bans |
| ✔ | **INTERVIEWING** |
|  | Review the following to ensure that only permissible questions are asked when interviewing applicants   * Scripts * Guidelines * Lists * Forms * Management consistency |
| ✔ | **OFFER LETTERS AND EMPLOYMENT CONTRACTS** |
|  | * Contains no express or implied agreements of permanent employment * Contingency upon successful completion of   + Criminal background   + Credit check   + Drug test |
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| ✔ | **COMPANY HANDBOOK** |
|  | * Compliant with applicable federal, state, and local laws * Minimizes exposure regarding employment-at-will * Compliant with local and state practices |
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| ✔ | **JOB DESCRIPTIONS** |
|  | * Explain job functions * Distinguish essential from nonessential functions * Reflects the day-to-day functions of the applicable job |
| ✔ | **EMPLOYEE ELIGIBILITY** |
|  | * I-9 Forms   + Filed separately from the personnel folder |
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| ✔ | **PAYROLL** |
|  | * Classification of employees as exempt or non-exempt * Compliant with wage and hour laws * Compliant with overtime laws * Compliant with federal, state, and local laws |
| ✔ | **PERSONNEL FILES** |
|  | * Appropriately maintained * Access controlled * Confidentiality of personally identifying information protected * Compliant with applicable personnel file laws |
| ✔ | **MANAGER AND STAFF TRAINING** |
|  | Ensure all employees are trained regarding their rights and responsibilities under   * Applicable equal employment opportunity laws * Policies * Organization’s complaint procedure * Harassment and general liability avoidance * Illegal interview questions * Handling complex situations |
| ✔ | **SALARY, BONUSES AND OTHER COMPENSATION** |
|  | * Compliant with pay bands * Compliant with pay frequency * Compliant with salary review timing * Compliant with performance evaluation procedures * Ensure compensation practices are explained clearly |