# 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
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| ✔  | **INTERVIEWING** |
|  | Review the following to ensure that only permissible questions are asked when interviewing applicants * Scripts
* Guidelines
* Lists
* Forms
* Management consistency
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| ✔  | **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
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| ✔  | **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
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| ✔  | **PERSONNEL FILES** |
|  | * Appropriately maintained
* Access controlled
* Confidentiality of personally identifying information protected
* Compliant with applicable personnel file laws
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| ✔  | **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
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| ✔  | **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
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