

HR Check- Up

Are your Human Resource Practices Up-to-Date?

Business Owners, HR Professionals and Managers are constantly faced with changing Employment Laws, increased compliance efforts by Federal and State agencies and the need to maintain a competitive edge in a challenging market – a \$100,000 gain revenue can easily be offset by a \$250,000 wrongful termination/discrimination claim, or fine for non-compliance.

By leveraging HR as a strategic business partner, organizations can drive business results through HR initiatives adding value to the company, as well as protecting company assets by ensuring compliance with applicable Employment Labor Laws and staying current with other legal trends and best practices.

The following is a quick “5 minute” HR check-up for business to evaluate their current Human Resource Practices.

5 minute HR “Check-up”

I-9 New Hire Compliance

- Have you verified and documented eligibility for employment of all employees?
- Have you conducted an I-9 Audit ensuring the necessary form(s) and documents are complete?

Wage & Hour – FLSA

- Do your employees have written and signed job descriptions?
- Have you reviewed the classification of Independent Contractors?
- Have you performed a salary basis and job duties test for each position to ensure the correct “Exempt” vs. “Non-Exempt” classification and payment for overtime?
- Do you offer “comp time” to your employees?
- Are you docking for meal breaks less than 30 minutes and/or when employees are not relieved of their work duties?

Employee Handbooks

- Have you included a Social Media policy and NLRB language?
- Have you updated your Weapons policy with recent changes in State Laws?
- Are FLSA Safe Harbor Provisions included?
- Do you have a written Harassment, Discrimination, Retaliation policy?

Workplace Training

- Have your employees been trained on Harassment Policies?
- Have your managers received Employment Labor Law/HR training?

HR Strategies

- Do your employees have written individual “Smart” goals aligned with Organizational Goals & Strategy?
- Have you developed pay-for-performance incentive plans for all employees?



The above checklist is not intended to be a comprehensive HR audit tool. For more a more detailed **HR Audit Checklist** or further information contact Mike Dobert, S.P.H.R. at HR in Alignment, LLC. @ 281.494.2985 or mdobert@hrinalignment.com. . You may also visit www.hrinalignment.com.