

## HR CHECKLIST

The checklist below is intended to help HR professionals stay current, competitive and compliant in the key areas listed below. Please read each statement and answer Yes, No or Not Applicable (N/A). Once you have completed the checklist, review all of your No responses and determine your top areas of concern to address. The last table provides you with space to prioritize your areas of concern and identify additional resources you may need.

HR Compliance	Yes	No	N/A
1. All HR policies have been reviewed within the past 12 months and are compliant with federal and state labor laws (e.g., employee leave, equal employment opportunity, sexual harassment, worker safety, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Our employee handbook has been reviewed and updated within the past 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Every employee is provided with or has access to our employee handbook explaining the organization's policies and procedures related to standards of conduct, nondiscrimination, benefits and other terms and conditions of employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All appropriate labor law posters are displayed in an easily visible place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Our organization is using the most current version of United States Department of Labor forms. For more information visit: <a href="https://www.dol.gov/general/forms">https://www.dol.gov/general/forms</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. HR employee files are current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Procedures are in place for maintaining employee records and files as required by law, including what information should be collected, confidentiality and for how long. Medical records and other confidential documents are kept in a separate file from the employee's personnel file. For more information visit: <a href="https://www.eeoc.gov/employers/recordkeeping.cfm">https://www.eeoc.gov/employers/recordkeeping.cfm</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Performance reviews are conducted for all employees on a regular basis. They are based on specific, job-related criteria and feedback is honest, factual and complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compensation	Yes	No	N/A
1. Our compensation philosophy is documented and up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Our compensation philosophy has been shared with current employees within the last 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Our compensation philosophy is shared with job applicants and new hires.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All of our org charts have been reviewed and updated within the last 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All of our job descriptions have been reviewed and updated within the last 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The FLSA status of all of our jobs has been reviewed and updated within the last 12 months. For more information visit: <a href="https://www.dol.gov/whd/flsa/">https://www.dol.gov/whd/flsa/</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Our base pay rates help us attract and retain qualified employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Our premium pay rates (e.g., shift differentials, on-call pay, etc.) help us attract and retain qualified employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. All of our benchmark jobs are market priced at least every other year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. We have a pay structure in place with pay grades as well as pay range minimums, midpoints and maximums with each job being assigned to a pay grade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Market priced jobs were assigned to the pay structure based on their target market rate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Non-market priced jobs were slotted into the pay structure alongside similar jobs that were market priced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The decisions that went into slotting non-market priced jobs into the pay structure are documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. We make annual pay structure adjustments based on compensation planning data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. We use a merit pay matrix when making merit increase decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Managers making compensation decisions have been trained on how to implement our compensation program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The purpose of our variable pay program(s) is/are clearly defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Our variable pay programs accomplish what we intend for them to accomplish.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recruiting and Hiring	Yes	No	N/A
1. We have a policy in place stating the organization's philosophy on recruitment and selection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Our recruitment and hiring policy has been reviewed and updated within the last 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Our recruitment and hiring policy is compliant with state and federal regulations. For more information visit: <a href="https://www.eeoc.gov/laws/practices/index.cfm">https://www.eeoc.gov/laws/practices/index.cfm</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. There is a formal process in place to identify job vacancies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Our recruitment resources and places we post job openings have been reviewed and updated within the past 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assessments are used in the selection process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Managers making hiring decisions have been trained on effective interviewing and hiring practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. We have a clear onboarding policy for new hires.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Our I-9 verification is compliant. For more information visit: <a href="https://www.uscis.gov/i-9">https://www.uscis.gov/i-9</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work-Life Balance and Time Off Strategy	Yes	No	N/A
1. Our time off policies have been reviewed and updated within the last 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Our time off policies are competitive and help us attract and retain qualified employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Employees accrue vacation and sick leave or paid time off (PTO) based on years of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. We understand our obligation to pay out accrued unused PTO in each state where we operate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. We place a cap on the maximum number of vacation and sick or PTO hours employees can accrue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. We have a work from home policy to give employees workplace flexibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The number of paid holidays we offer is in line with other organizations in our labor market.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. We have a competitive bereavement leave policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. We have a jury duty policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. We are compliant with Uniformed Services Employment and Reemployment Rights Act regulations for military leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Our waiting period for short-term disability is in line with other organizations in our labor market.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Our waiting period for long-term disability is in line with other organizations in our labor market.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. We have a maternity leave policy that helps us attract and retain qualified employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. We have a paternity leave policy that helps us attract and retain qualified employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. We are using the most current version of the FMLA forms. For more information visit: <a href="https://www.dol.gov/whd/fmla/forms.htm">https://www.dol.gov/whd/fmla/forms.htm</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Our managers have been trained on our obligations under FMLA and understand when to refer an employee to the HR Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Top Areas of Concern to Address (in Priority Order)		
Area of Concern	Deadline to Address by	Additional Resources/ Assistance Needed
1.		
2.		
3.		
4.		
5.		

With our HR Consulting Team’s extensive experience and integrated approach, we can help your organization develop effective compensation strategies, mitigate HR compliance risks and maximize resources to drive both employee and organizational performance. Our team can help structure competitive base pay plans, incentive plans and total rewards strategies. Our experts stay abreast of regulatory changes and help you interpret the impact for your organization, greatly reducing complexity and time involved. Done properly, risks that could have a crippling effect can be eliminated. Leverage your human resources to achieve strategic and financial goals. Contact us today to see how we can help you stay current, competitive and compliant in the key areas listed above.

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