

10 key areas to determine if your company is at risk.

Whether you have an active HR department, are transitioning the function, or have never monitored employment risk, HRCG can help. We start with our Comprehensive HR Audit that gives you a baseline from which to establish management priorities. Use our Quick-View Assessment below to determine where you might be at risk:

- 1. Employee classifications:** Misclassifying employees and independent contractors is more costly than ever. Fines and penalties connected to misclassification violations have skyrocketed. And since there is no distinction of the severity of a penalty between a large or small company, incorrect classification could mean disaster for a company. Has a professional evaluated your employee classifications to determine who is actually exempt or non-exempt? Contractor or employee? Hourly or salaried?
- 2. Work hours, schedules, and breaks:** Do you know the labor laws for properly scheduling work hours and providing breaks to employees? When does an employee get a paid break? How are you tracking employee hours? When are you required to maintain records for time and attendance?
- 3. Pay administration:** Do hourly employees' overtime pay include incentive and bonus calculations? When is a difference in pay allowed for employees in the same role?
- 4. Interview practices:** Have your managers been educated and trained on proper interview language? How you frame a question can make the difference between an interested job candidate and violation of a person's rights.
- 5. Hiring Practices:** Written offers of employment are required by FLSA to communicate basic employment issues. Do you know if your letter offers are compliant?
- 6. Letter offers:** These may be viewed as an employment contract. Are you confident that yours contain the appropriate information, written in the proper format to reduce your employment risk?
- 7. Policies and Procedures:** Do your policies and procedures reflect your organization's goals and culture? Do they provide information regarding employee leaves and terminations? Is there a distinction between the federal and state FMLAs? Have you defined a procedure for coaching and progressive discipline?
- 8. Reporting requirements:** Do you know when you are required to file an EEO1 or VETS-100 report? When must you provide sexual harassment training? What are your state's new hire reporting requirements? When must you file 5500's?
- 9. Employment records:** Are all of your employment records maintained in a secure area? How complete are the records? Does each employee file include an employment application? Where do you maintain I-9 data?
- 10. Employment Risk:** When is it allowable to make inquiries about an employee's health under the ADA? Are you confident about your separation practices? When should you consider a severance agreement?

Call me if you have questions about your results or if you would like to learn more about our Comprehensive HR Audit.



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