

# Top 10 HR Compliance Checklist Items

## 10. UPDATE EXIT INTERVIEW PROCESSES

Because nobody wants to leave a company feeling like they're starring in a horror movie. Make sure those exit interviews are insightful, not terrifying!

## 09. REVIEW EMPLOYMENT ADVERTISING REGULATIONS

Avoid accidentally advertising for a "ninja rockstar" when you really need a data analyst. Know your regulations, folks!

## 08. CONDUCT COMPREHENSIVE DATA-HANDLING AUDIT

Treat employee data like it's the Hope Diamond. Protect it, secure it, and don't leave it lying around!

## 07. VERIFY CURRENT WORKPLACE SAFETY TRAINING

Because a safe workplace is a happy workplace, and because conversations with OSHA are about as fun as they sound.

## 06. AUDIT EMPLOYEE CLASSIFICATION (Exempt salaried vs. Non-Exempt hourly)

Are your employees "exempt" from getting paid overtime? Make sure you know the difference, or you might find yourself "exempt" from avoiding costly fines from the US Dept. of Labor!

## 05. REVIEW BENEFIT PLAN DISCLOSURES & REQUIREMENTS

Keep those benefit plans transparent! Nobody wants to discover their dental plan only covers baby teeth.

## 04. UPDATE EMPLOYEE HANDBOOK

Your employee handbook is like the company's constitution. Keep it current, or you might end up with a revolution on your hands!

## 03. VERIFY ANTI-DISCRIMINATION & ANTI-HARASSMENT TRAINING IS CURRENT

Because a workplace free of discrimination and harassment is not just a legal requirement; it's the right thing to do!

## 02. VERIFY FEDERAL POSTING REQUIREMENTS ARE MET

Those posters aren't just wallpaper! They're there to inform employees of their rights. Plus, they add a certain "je ne sais quoi" to the break room décor.

## And the Number One HR Compliance Checklist Item...

## 1. STAY CURRENT WITH FEDERAL STATUTES, REGULATIONS, AND GUIDANCE

Because in the world of HR compliance, ignorance is NOT bliss. Stay informed, stay vigilant, and stay one step ahead of the regulators!