

2017 Year-End Human Resources Checklist

The end-of-year provides a timely opportunity to review your current human resources procedures and practices. Human resources are a complex area with ever changing Federal and State regulations and presents a challenging environment to maintain compliance.

Kindly review our checklist to determine the extent of your compliance:

- Review your employment application and hiring process** to ensure compliance and prevent inadvertent discrimination.
- Develop a detailed onboarding process** to welcome new hires to your organization.
- Ensure use of current Form I-9** and timely completion for all new employees.
- All state and federal new hire forms are completed.**
- Review all job descriptions** to confirm all employees are properly classified as exempt or non-exempt employee. Employee classification is based on job duties, salary basis and salary level.
- Company policies are distributed to all employees.**
- All current federal and state labor law posters are properly posted** and displayed.
- Update employee handbook** with Paid Family Leave policy.
- Prepare for handling of Paid Family Leave claims.**
- Prepare for annual performance reviews** and consistently provide employees with feedback throughout the year.
- Think about your HR training needs.** When was your last Diversity & Harassment training?
- Review your harassment policy with all employees.**
- Conduct a self HR audit** to understand what you are doing well and areas which need improvement.

Speak to a Marshall & Sterling Group Benefits representative regarding your human resource needs.