



# HR Compliance Checklist

- Develop and implement policies that prohibit discrimination and harassment based on protected characteristics such as race, gender, age, and disability.
- Ensure that all employees are paid correctly, overtime pay is calculated accurately, and all required records are maintained.
- Properly classify your employees as either exempt or non-exempt under the FLSA and state law.
- Establish and maintain a safe work environment and ensure compliance with OSHA regulations.
- Ensure that all employees have access to legally required leave such as the FMLA and ensure that policies comply with state and federal leave laws.
- Review and analyze compensation practices to ensure compliance with federal and state equal pay laws and ensure pay equity.
- Develop and implement policies that protect employee data privacy and comply with state and federal data privacy laws.
- Maintain accurate and complete records for all employees, including personnel files, payroll records, and other employment-related documents.
- Ensure that employee benefits are administered in compliance with all applicable laws, including ERISA.





# BONUS: Performance Review Compliance Checklist

- Establish a cadence:** Ensure performance reviews are conducted for all employees on a regular basis.
- Communication is key:** Clearly communicate job expectations and responsibilities to all employees including the measured performance standards.
- Create a system:** Put systems into place for measuring performance based on job-related functions and criteria that were illustrated in the employee's job description.
- Review and refresh:** Review and update job descriptions at least once a year.
- Document:** Keep an accurate log and detail the records regarding performance to support personnel decisions.
- Be clear:** Make certain that performance reviews are based on specific job-related criteria.
- Be honest:** Provide honest, factual, and complete notes.
- Focus on OKRs:** Compare performance against job descriptions and goals.
- Offer ongoing feedback:** Don't save feedback for review time, give feedback regularly!
- Be fair:** Ensure the review process for measuring performance is equal amongst all employees.

Feeling overwhelmed?

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