This checklist is a template that you can adjust for your HR compliance needs. You can download the template as a Word document in order to make your edits.

**Recruitment and Hiring:**

* **Job Descriptions**
	+ Ensure they are clear, accurate, and free from discriminatory language.
	+ Review descriptions regularly to ensure alignment with current roles and responsibilities.
* **Application Process**
	+ Confirm that the application process complies with accessibility requirements (ADA).
	+ Ensure that Equal Employment Opportunity (EEO) information is provided to applicants.
* **Interview Process**
	+ Train hiring managers on permissible interview questions and compliance with EEO laws.
	+ Establish standardized interview questions for consistency and fairness.
* **Background Checks**
	+ Verify that background checks comply with Fair Credit Reporting Act (FCRA) and other relevant laws.
	+ Ensure candidates provide written consent for background checks.
* **Offer Letters and Contracts**
	+ Confirm that offer letters and contracts include all legally required information, such as at-will employment disclaimers.
	+ Verify that non-compete or confidentiality clauses comply with state and federal regulations.

**Onboarding:**

* **Form I-9 Verification**
	+ Ensure I-9 forms are completed accurately within three days of hire.
	+ Conduct regular audits of I-9 records and verify compliance with E-Verify, if applicable.
* **W-4 Forms and Tax Documentation**
	+ Confirm proper collection of tax forms for payroll processing.
	+ Verify compliance with federal and state tax regulations.
* **Employee Handbook Acknowledgment**
	+ Ensure all new hires receive and acknowledge the employee handbook.
	+ Regularly review the handbook for compliance with updated labor laws and policies.
* **Mandatory Training**
	+ Conduct onboarding training on anti-harassment, anti-discrimination, and workplace safety.
	+ Ensure training completion is documented for audit purposes.

**Employee Recordkeeping:**

* **Personnel Files**
	+ Verify that files contain only necessary information (e.g., job applications, performance reviews).
	+ Store health records, background checks, and I-9 forms separately from personnel files.
* **Record Retention**
	+ Adhere to federal and state retention requirements for all employee records (e.g., payroll, disciplinary actions).
	+ Dispose of records securely and in compliance with retention schedules.
* **Confidentiality and Security**
	+ Ensure secure storage and restricted access to sensitive information.
	+ Regularly audit access permissions for HR records and implement data security measures.

**Compensation and Benefits:**

* **Wage and Hour Compliance**
	+ Review payroll records for compliance with federal and state minimum wage laws.
	+ Verify that all overtime calculations are accurate and in accordance with the Fair Labor Standards Act (FLSA).
* **Employee Classification**
	+ Ensure that employees are classified correctly as exempt or non-exempt.
	+ Audit independent contractor classifications to avoid misclassification.
* **Benefits Administration**
	+ Verify that benefits information is provided in compliance with the Employee Retirement Income Security Act (ERISA).
	+ Ensure COBRA notifications are sent promptly when required.
* **Equal Pay**
* Conduct regular audits to ensure equal pay for equal work and compliance with pay equity laws.
* Address any discrepancies in pay across gender, race, and other protected categories.es will need to meet to stay employed in the employee handbook.

**Workplace Policies and Procedures:**

* **Anti-Discrimination and Anti-Harassment Policies**
	+ Ensure policies are up-to-date and align with federal, state, and local requirements.
	+ Conduct regular training sessions and require employee acknowledgment.
* **Employee Code of Conduct**
	+ Clearly outline expectations for workplace behavior and consequences for violations.
	+ Regularly review and update the code of conduct to reflect current laws and organizational culture.
* **Leave Policies**
	+ Confirm compliance with the Family and Medical Leave Act (FMLA) and any applicable state leave laws.
	+ Ensure policies on sick leave, vacation, and parental leave comply with state-specific requirements.
* **Remote Work Policy**
	+ Ensure that remote work policies are documented and cover topics like security, data privacy, and safety.
	+ Confirm that any time-tracking requirements align with wage and hour laws for remote employees.

**Training and Development:**

* **Anti-Harassment and Anti-Discrimination Training**
	+ Ensure regular training for all employees and supervisors, as mandated by law.
	+ Keep records of attendance and completion for compliance audits.
* **Workplace Safety Training**
	+ Conduct safety training as required by the Occupational Safety and Health Administration (OSHA).
	+ Verify that safety protocols are up-to-date and reflect the specific hazards of the work environment.
* **Management Training**
	+ Provide training on employment law basics for managers, including EEO, FMLA, and wage and hour laws.
	+ Document training completion and provide regular updates on changes in relevant laws.

**Performance Management:**

* **Performance Reviews**
	+ Standardize performance review processes to ensure consistency and fairness.
	+ Ensure review criteria are documented and free of discriminatory language.
* **Disciplinary Actions**
	+ Document all disciplinary actions and ensure they are consistent with company policy.
	+ Regularly review disciplinary policies for compliance with labor laws and ensure transparency.
* **Promotion and Advancement**
	+ Verify that promotions are based on merit and adhere to equal opportunity guidelines.
	+ Audit promotion practices for potential bias or favoritism.

**Termination and Offboarding:**

* **Exit Interviews**
	+ Conduct exit interviews consistently and document findings.
	+ Use feedback to identify areas of potential legal or compliance risk.
* **Final Paycheck**
	+ Ensure timely delivery of final paychecks, in line with state-specific requirements.
	+ Include payout for accrued leave, if applicable, and provide separation notices as required.
* **Benefits Continuation (COBRA)**
	+ Confirm that COBRA notices are issued within required timeframes.
	+ Verify compliance with COBRA, state-specific mini-COBRA, or other relevant benefit continuation laws.

**Health, Safety, and Wellness:**

* **OSHA Compliance**
	+ Confirm that safety protocols meet OSHA standards and that incident logs are maintained.
	+ Ensure that any required reporting to OSHA is completed accurately and on time.
* **Workplace Violence Policy**
	+ Establish clear policies and procedures for reporting and handling workplace violence.
	+ Ensure training on workplace violence prevention is provided to all employees.
* **Ergonomics and Remote Work Safety**
	+ Verify that ergonomic support is available for in-office and remote workers.
	+ Educate employees on best practices for home office safety and compliance with telecommuting policies.

**Diversity, Equity & Inclusion (DEI):**

* **DEI Policies**
	+ Ensure the DEI policies align with local, state, and federal laws.
	+ Regularly assess the impact of DEI initiatives and update them as needed.
* **Affirmative Action Plans**
	+ If required, confirm that the organization has a written affirmative action plan.
	+ Conduct annual reviews to ensure compliance with affirmative action requirements.
* **Data Collection and Reporting**
	+ Review data collection methods for race, gender, and other protected characteristics.
	+ Ensure accurate and compliant reporting of EEO-1 data and other diversity metrics.

This checklist offers a helpful starting point but is not a comprehensive list of compliance requirements. Consult with your legal counsel to ensure your business is aligned with all relevant laws and regulations.

# Simplify Compliance with VirgilHR

Keeping up with HR compliance doesn’t have to be overwhelming. With VirgilHR, you can streamline compliance management by accessing automated solutions tailored to your business needs. Our platform centralizes compliance resources, provides real-time updates on employment laws, and ensures you’re always one step ahead.

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