

Employer Self-Assessment Test

How do your HR practices measure up with Federal employment regulations and suggested preventive measures? Here are just a few common areas that trip up and cost many employers...

QUESTIONS	Yes	No	Not Sure/ Follow Up
Do you maintain interview records on all applicants interviewed? Do you conduct reference checks on candidates prior to hiring and maintain those records?			
Do job descriptions accurately reflect essential job functions and physical requirements?			
Are you using the revised I-9 form that became effective August, 2009 when hiring new employees?			
If you are a private employer with 50 or more employees , are you new hires informed of their rights under FMLA when they join your organization?			
If you have 20 or more employees , are you aware that your employees who are 40 years and older are covered by the Age Discrimination in Employment Act (ADEA)?			
Do new hires and employees/dependents who have a "qualifying event" receive the proper COBRA notices ?			
Have you evaluated all salaried exempt positions to ensure exemption from overtime?			
Do you maintain an employee's exempt status by paying for a full day's work if <i>any</i> work time occurs in that day?			
Do you maintain a personnel file for each employee that contains a record of all employment actions (from beginning to end)? Do you maintain a separate confidential/medical file for medical records, disability notices, etc.?			
If your company has a pension plan in place for employees, are you providing them with a summary annual report of basic financial information about the plan?			
Do you pay overtime for hours worked in excess of 8 per day and 40 in a week?			
Do you have a good wage and hour record keeping system in place?			
If there is any difference in wages paid your male and female employees for similar positions, do your records explain why there is a disparity?			
Do your timecards show in and out times for each day of work, overtime each day, signature of employee, approval of manager?			

overtime each day, signature of employee, approval of manager? Do your pay stubs contain all required information?			
Do you have an Employee Handbook which outlines company policies and procedures and maintain employee receipts for those? Is your handbook up-to-date with all current legislation?			
Are updated state and federal posters displayed in the proper place?			
Have your supervisory employees received sexual harassment training ?			
Are performance appraisals conducted on a regular basis and signed by the employee and supervisor?			
Do you document all disciplinary actions? Do disciplinary notices include specific, air tight consequences and an employee signature line?			
<p>These are only a sample of the responsibilities required of Virginia employers. Specific company size and industry may affect the requirements under state and federal law.</p> <p>Contact Gail Eatmon for a complimentary consultation, or to schedule your HR Assessment.</p> <p>On-Call Human Resource Services</p> <p><i>Providing HR Solutions One Call At a Time</i></p> <p>Phone (434) 386-1934 Email gail.eatmon@gmail.com</p>			