



LABOR LAW CHECKLIST

This document provides ONLY a PARTIAL LIST of Labor Law matters that should be considered by all business owners. This checklist is in no way exhaustive. This information is not, nor is it intended to be, legal advice. You should consult an attorney for advice regarding your individual Labor Law needs.

- Does the company have the latest "mandatory" State & Federal Labor Law poster placed in a location that is easily viewed by all employees?
- Does the company have a complete, current, and updated Employee Handbook?
- Has every employee received a copy of the company's Employee Handbook and signed the Receipt Acknowledgment form?
- Does the company provide Sexual Harassment Prevention Training?
- Does the company have a Human Resources professional on staff? If not, does the person handling the human resource needs of the company understand the key factors of employee classification, hiring and firing procedures, and the latest Labor Laws?
- Does the company understand the difference between an employee and an independent contractor?
- Does the company understand the difference between Exempt and Non-Exempt employees?
- Does the company conduct background checks on employees and service providers? If yes, does the person or department in charge of doing so know the latest laws and regulations governing Background Checks?
- Does the person in charge of Human Resources for the company understand what "Employment at Will" truly represents?
- Does the person in charge of Human Resources for the company understand "Equal Employment Opportunity", including the Americans with Disabilities Act?
- Does the company comply with Immigration Law?
- Does the person in charge of Human Resources for the company understand "Meal Break" requirements?
- Does the person in charge of Human Resources for the company understand "Overtime Pay" requirements?
- Does the person in charge of Human Resources for the company understand "Paid Time Off" (PTO) including Vacation Pay requirements?
- Does the person in charge of Human Resources for the company understand the difference between the "Accrual Method" and the "Lump Sum Method" for PTO?

- Does the person in charge of Human Resources for the company understand “Paid Sick Leave” requirements?
- Does the person in charge of Human Resources for the company understand “Paid Family Leave” requirements?
- Does the person in charge of Human Resources for the company understand the “Family Medical Leave Act”?