

Are your policies and practices legally compliant?

Smart HR Executives Don't Assume... They Audit

Don't wait for agency watchdogs and disgruntled employees to discover your policy flaws. Audit your practices, uncover potentially illegal procedures, and correct workplace rules and regulations—NOW.

Fully up to date with the most potentially dangerous HR policy pitfalls:

- HR Administration—posters, notices, handbooks, recordkeeping, HRIS, and more
- Hiring and Recruiting—background checks, immigration, interviewing, etc.
- Compensation—payroll, FLSA compliance, job descriptions, exempt workers, and more
- Benefits—healthcare benefits, COBRA, workers' compensation, and retirement
- Leave of Absence—FMLA, sick and personal leave, vacations, and military leave
- Performance and Training—appraisals, reviews, raise policies, training procedures, and more
- Discipline and Discharge—don't risk discrimination and harassment claims
- Workplace Technology—electronic monitoring and privacy
- Health and Safety—OSHA, drug and alcohol testing, and workplace violence prevention
- Unions and Emerging Issues in HR—nontraditional work arrangements, social media, and employee wellness
- And so much more!



**Brand New
Update
for 2014**

Try **HR Audit Checklists** Risk-Free for 30 Days!
Call **800-727-5257**
or visit **Store.BLR.com/hr-audit-checklists**



Confirm with Confidence!

An employment practices self-audit is a liability-focused analysis of your organization's Human Resources functions. Armed with the results, you can assess your organization's compliance with federal and state regulations, all before a costly lawsuit or penalty reveals problems. Self-audits are a regular business practice at the best-managed companies nationwide. Why? Because they keep HR in control and out in front of any emerging situation.

Now, you can execute a methodical, thorough, and revealing examination of every HR function when you add **HR Audit Checklists** to your permanent reference library. This valuable tool contains everything you need to review even the most obscure functions, taking the guesswork, assumptions, and errors out of the process.

How It Works

HR Audit Checklists walks you through your HR policies step-by-step, helping you ask the right questions about how your organization executes core employee management tasks. No conflict? No problem. But if your current procedures contradict the advice provided, you've just red-flagged a potential trouble spot in time to correct it. The **Checklist** tells you exactly what to do.

- Is everyone on your payroll properly classified as exempt or nonexempt?
- Are you illegally restricting off-duty employee activity?
- Are your noncompete agreements worth the paper they're printed on?
- Would your leave policies withstand an assault by an aggressive plaintiff's attorney?
- Is your employment application a lawsuit waiting to happen?
- Will your monitoring of employee communications hold up to a jury's scrutiny?

Don't Assume

Audit your employment practices top to bottom with **HR Audit Checklists** and target vulnerable policy areas for corrective action. Don't assume you're operating in complete compliance.



HR Audit Checklists is perfect for uncovering and correcting potential problems with:

- Employee handbooks
- Written policies
- Job descriptions
- Personnel files
- Recordkeeping practices
- Hiring procedures
- Employee communications
- And much more!

HR Audit Checklists Table of Contents

Posters, Notices, and Communication

- Communication with employees
- Posting required notices
- Bulletin boards
- Publications for employees
- Employee handbook

Recordkeeping

- Employee records
- Access to personnel records/confidentiality
- Computer systems for personnel records

Ethics

- Ethics review

Recruiting

- Employment planning
- Recruitment authorization
- Analyzing hiring costs
- External sources for recruiting employees
- Employment advertising
- Employment firms
- Internal sources for recruiting employees

Applications

- Application forms
- ADA and job descriptions

Background Checks

- Preemployment inquiries

Immigration

- Employee verification and civil rights

Interviewing

Includes checklists on preemployment inquiries and general interview questions for various industries, as well as industry-specific checklists for:

- Education
- Financial services
- Health services
- Hospitality
- Manufacturing
- Retail

Onboarding and Orientation

- Orientation audit

Compensation

- Salary administration
- Bonuses
- Executive compensation
- Incentive compensation
- Garnishments and attachments
- Loans and payroll advances

Fair Labor Standards Act

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- State laws on compensation
- Federal laws on compensation
- Internship programs
- Teen worker safety
- Safe harbor for improper deductions

Exempt and Nonexempt Personnel

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- Administrative exemption
- Executive exemption
- Learned and creative professional exemption
- Outside sales exemption
- Trainees

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- Job analysis forms design
- Job description information
- Independent contractor
- Preliminary job description for assistance with ADA compliance
- Sample job description

Benefits

- Group health insurance
- Health insurance carrier
- Health insurance cost containment
- COBRA continuation coverage
- COBRA recordkeeping compliance
- COBRA gross misconduct policy
- Information needed to comply with COBRA
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- Facilitating childcare
- Outsourcing benefits
- Reviewing your benefits communications

Leaves of Absence

- Family and medical leave
- Pregnancy leave and benefits
- Parental leave
- Sick leave
- Personal days
- Educational leave
- Funeral leave
- Vacations and holidays
- Military/uniformed service leave
- Jury duty
- Leave bank policy

HR Audit Checklists is edited by attorney **Holly K. Jones** with the assistance of BLR's expert team of legal editors.



Holly K. Jones, J.D., is a Legal Editor for BLR's human resources and employment law publications. She understands the existing and emerging needs and challenges of human resources professionals thanks to several years of experience managing, writing, and editing key legal and compliance publications for BLR. Prior to joining BLR, Ms. Jones worked for the Tennessee Legislature's Office of Legal Services. She graduated *magna cum laude* and Phi Beta Kappa with a B.A. in English Rhetoric and Writing, Political Science, and Psychology from the University of Tennessee in Knoxville, Tennessee, where she also received a 2001 Citation for Extraordinary Academic Achievement. She received her law degree from Vanderbilt University Law School and is licensed to practice law in Tennessee.



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Dan Oswald
President & Publisher

Performance and Training

- Performance appraisal system, process, interview, and evaluation
- Responding to employee reactions
- Training for salaried employees
- Training for hourly employees

- Discipline checklist for supervisors
- Disciplinary deductions
- Evaluating the discipline interview
- Discharge checklist
- Pre-termination review
- Termination procedures
- Return of company property
- Severance agreements/packages
- Layoffs
- Exit interviews
- Sample questions for the exit interview

Drug and Alcohol Testing

- Developing a drug and alcohol testing policy
- Preventing workplace violence

Discipline and Discharge

- Discrimination prevention
- Preventing discrimination against individuals with disabilities
- Affirmative action for disabled individuals
- Affirmative action for disabled veterans and other protected veterans
- Sexual harassment audit
- Handling sexual harassment complaints
- General discipline and work rules
- Progressive discipline

Unions

- Union avoidance

Emerging Issues in HR

- Nontraditional work arrangements
- Flexible work hours
- Telecommuting
- Work-at-home
- Social media policy

Workplace Technology

- Electronic monitoring checklist
- Personal information security

Health and Safety

- Occupational Safety and Health Act

Employee Wellness Programs

- Alcohol abuse employee self-assessment
- Stress reduction
- Wellness program compliance
- Smoking