

HR Compliance Audit Services

The enormous growth and expansion of employment litigation has resulted in increased liability and obligations for employers of all sizes. The HR Compliance Audit is a review and analysis of HR policies and practices conducted in order to minimize exposure to employment litigation.

Typical HR Audit Process

- Pre-audit phone meeting and off-site review of employee handbook and other documentation;
- One to multiple days (depending on company size) on-site; interview of key staff, review of HR processes, employee files, and other documentation;
- Prepare detailed report of findings which identifies high, medium, and low priority compliance issues as well as best practice recommendations; and
- Audit Review Meeting to discuss results with management.

Audit Review Areas

Pre-Employment Process

- Advertising and Pre-employment inquiries
- Interview process, Employment Application and Job Descriptions for ADA Compliance
- Applicant Tracking/EEO/AA and Background/Reference Checking and Offer Process

Employment Relationship

- Employment, Arbitration, Proprietary and Confidential and Other Employment Agreements/Contracts
- New Hire Orientation and Immigration Law/I-9 Requirements
- Employee Handbook Review and Anti-Harassment and Employee Disciplinary Policy
- Payroll Practices/Wage and Hour Obligations and FLSA Exemption Status
- Posting and Recordkeeping Requirements and Safety Program/Workers' Compensation Injury Reporting
- Employee Time off – LOAs, FMLA, Vacation/PTO
- Performance Appraisals and Compensation Practices
- Benefits Administration and Independent Contractors vs. Employee Guidelines
- Workplace Privacy Policies and HIPAA Compliance

Termination of Employment

- Termination Procedures/Checklists
- COBRA (Continuation of Benefits) Notification and Rights
- Exit Interview Process and Forms

The HR Audit Summary Report is comprehensive, identifying important legal exposure that may exist in HR policies practices and is prioritized to help companies effectively develop an action plan to address compliance concerns.

CONTACT INFORMATION

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