



When was the last time
your company had a checkup?

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Employment Practices Review Checklist

If it has been awhile, or if you can't even remember the last time your company reviewed employment-related practices, it's time for a "checkup." Changes in employment law occur not only when new laws are passed, but also as the courts interpret existing laws. Even subtle legal changes sometimes affect what should be included in a company's policies and procedures. To remain in compliance with applicable laws, a company should set a schedule and periodically review human resources policies, practices and procedures to ensure that they are up-to-date.

At Fisher & Phillips LLP, we routinely help our clients audit their human resource practices and review their employment law compliance. With our help, you can make sure that you are doing things right. This checklist serves as a guide to help you review your pay and benefits practices, policies and procedures, such as recruiting and hiring, training and supervising, granting leaves of absence, disciplining and terminating employees and many other matters. We can review your policies, practices and procedures to make sure they comply with all recent changes in labor and employment law, and that they represent "best practices" for your company. If you do not have all of the right policies, practices or procedures in place, don't worry -- we can work with you to develop them. After we have completed the review, you will know that you are doing all that you can do to prevent or at least to minimize the likelihood of labor and employment problems occurring down the road.

If you have any questions or concerns after reviewing the checklist, let us provide you with the information you need or help you with your periodic review. Prior to completing this checklist, please contact your Fisher & Phillips attorney to determine the preferred method to ensure that the responses are confidential and protected by the attorney-client privilege.

	Yes	No
Documentation and Filing Systems		
Does the company maintain and follow a written record retention and destruction policy?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company maintain and know when to use "litigation hold" instructions?	<input type="checkbox"/>	<input type="checkbox"/>
Is a medical file maintained for each employee and kept separately from the personnel file?	<input type="checkbox"/>	<input type="checkbox"/>
Are employee files reviewed at least annually for compliance?	<input type="checkbox"/>	<input type="checkbox"/>
Application Stage		
Are job openings posted internally?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company retain copies of all classified employment ads?	<input type="checkbox"/>	<input type="checkbox"/>
Do the ads and applications contain Equal Employment Opportunity and/or Affirmative Action language?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any language in ads or job descriptions that could be viewed as discriminatory?	<input type="checkbox"/>	<input type="checkbox"/>
Are job descriptions sufficiently tailored to include all essential job duties?	<input type="checkbox"/>	<input type="checkbox"/>
Has the employment application been reviewed by employment counsel in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company require a completed, signed application for employment for each applicant?	<input type="checkbox"/>	<input type="checkbox"/>
Does each applicant complete a "disclosure and authorization to obtain consumer reports" form?	<input type="checkbox"/>	<input type="checkbox"/>
Does each applicant sign a "consent to alcohol and drug testing" form?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company test offerees for illegal drugs before they begin employment?	<input type="checkbox"/>	<input type="checkbox"/>
Are all offers of employment made subject to satisfactory background checks?	<input type="checkbox"/>	<input type="checkbox"/>
Are reference checks completed for all offerees?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company send offer-of-employment letters and do they contain employment-at-will language?	<input type="checkbox"/>	<input type="checkbox"/>
Are any employment tests used?	<input type="checkbox"/>	<input type="checkbox"/>
Do employment tests comply with the Uniform Guidelines on Employee Selection Procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Are managers trained to avoid making unlawful inquiries during interviews?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company train managers to hire the best qualified applicants?	<input type="checkbox"/>	<input type="checkbox"/>

Employment Practices Review Checklist

	Yes	No
New Hire Stage		
Is a new hire checklist completed for each employee?	<input type="checkbox"/>	<input type="checkbox"/>
Does each new hire sign an Arbitration Agreement or jury trial waiver?	<input type="checkbox"/>	<input type="checkbox"/>
Is a new hire reporting form completed and submitted for each employee?	<input type="checkbox"/>	<input type="checkbox"/>
Is the I-9 form for a new hire completed within the required time limit?	<input type="checkbox"/>	<input type="checkbox"/>
If direct deposit is used, does the company obtain a signed, employee authorization?	<input type="checkbox"/>	<input type="checkbox"/>
Is a document explaining the employee's pay plan given to each employee?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have current emergency contact information for each employee?	<input type="checkbox"/>	<input type="checkbox"/>
For employees who are issued company property, does the company get a signed receipt for the property?	<input type="checkbox"/>	<input type="checkbox"/>
Do receipts for company property contain language authorizing the company to deduct, to the extent allowed by law, for loss, damage, or failure to return the property?	<input type="checkbox"/>	<input type="checkbox"/>
Is a current employee handbook given to each employee?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a signed, dated acknowledgment of receipt for the handbook in each employee's personnel file?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a signed, dated acknowledgment of receipt for the No Harassment policy for each employee?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a signed, dated acknowledgment of receipt for the No Harassment policy for each manager?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a signed, dated acknowledgment of receipt for the Electronic Communications policy for each employee?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company require evidence of automobile insurance for employees who drive in the course of their jobs?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company conduct annual checks of driving records?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company require employees who drive as part of their jobs to report changes in their driving status, such as suspensions or citations?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company provide a comprehensive orientation program for new employees?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company inform new employees about its position on unions?	<input type="checkbox"/>	<input type="checkbox"/>

Protecting Confidential Information and Valuable Relationships

Do employees who have access to confidential information execute confidentiality agreements?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company mark important documents and computer data as "Confidential"?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company limit access to confidential information on and off its computers to only those employees with a legitimate need to know?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees with significant customer relationship responsibilities have agreements not to solicit customers after termination?	<input type="checkbox"/>	<input type="checkbox"/>
In states where permissible, do employees with access to your key business strategies have limited agreements not to compete?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have agreements preventing departed employees from recruiting their former coworkers?	<input type="checkbox"/>	<input type="checkbox"/>
Have you recently reviewed your agreements to make sure they comply with current law in all states in which you operate? (One-size-fits-all rarely works for multistate companies.)	<input type="checkbox"/>	<input type="checkbox"/>
When an employee is terminated, does the company immediately delete the employee's access to computers, phone systems and private property areas?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company inspect the former office space of departed employees to ensure all files are intact and do not appear to have been pulled apart for copying?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company conduct exit interviews with departing employees that include questions about confidential information, contact with clients and post-employment competitive intentions?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company give or send departing employees copies of contracts with post-employment restrictions?	<input type="checkbox"/>	<input type="checkbox"/>
Is the company able to determine when an employee was accessing the company's computer systems, what the employee accessed, and whether anything was printed or downloaded?	<input type="checkbox"/>	<input type="checkbox"/>
Is the company able to determine when an employee made off-hours access onto its premises?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company use "teaming strategies" to ensure that all key clients are serviced by more than one employee so that no key client relationship is completely vulnerable to the departure of a single employee?	<input type="checkbox"/>	<input type="checkbox"/>
In states where appropriate, does the company update employee agreements when employees change job duties?	<input type="checkbox"/>	<input type="checkbox"/>
Is each employment agreement supported by "additional consideration"?	<input type="checkbox"/>	<input type="checkbox"/>

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Nondiscrimination, Harassment, and Retaliation		
Does the company have a written policy prohibiting discrimination, harassment and retaliation?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company's No Harassment policy include a specific complaint reporting procedure?	<input type="checkbox"/>	<input type="checkbox"/>
In the last 12 months, has an expert trained managers and employees about the company's EEO, No Harassment and No Retaliation policies?	<input type="checkbox"/>	<input type="checkbox"/>
Are training session attendance sheets and handouts maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have a procedure for ensuring comprehension of harassment training?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have an internal policy or procedure for investigating employee complaints?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company investigate all negative comments and complaints, even if they arise in the course of another investigation or a termination?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company inspect company premises for any materials that may violate the company's No Harassment policies (including posters, graffiti, screen savers, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Has the company reviewed day-to-day operating procedures and policies to eliminate discrimination on the basis of sex or pregnancy (e.g., leaves of absence or other benefits)?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company consistently enforce dress and grooming policies?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have English-only policy?	<input type="checkbox"/>	<input type="checkbox"/>

Wage and Hour Compliance

Has the company recently re-evaluated the status of any individuals treated as nonemployees such as independent contractors, trainees, volunteers, or students?	<input type="checkbox"/>	<input type="checkbox"/>
Are all nonexempt employees paid at least the applicable minimum wage?	<input type="checkbox"/>	<input type="checkbox"/>
Are all nonexempt employees paid the proper overtime premium (including taking into account commissions, bonuses, incentives and other kinds of pay)?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company maintain accurate records of all hours worked by nonexempt employees (including things like breaks, meal periods, training and meetings, work done at home, travel, work before and after scheduled hours, and so on)?	<input type="checkbox"/>	<input type="checkbox"/>
Has the company evaluated the status of any "comp time" system in use?	<input type="checkbox"/>	<input type="checkbox"/>
Are all deductions from pay covered by an agreement and permitted by law?	<input type="checkbox"/>	<input type="checkbox"/>
Has the company re-evaluated the status of executives and other employees treated as exempt?	<input type="checkbox"/>	<input type="checkbox"/>
Do salaried exempt employees receive the full salary with no improper deductions?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company employ any minors and comply with child-labor requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a written pay plan for employees paid bonuses, commissions or incentive pay?	<input type="checkbox"/>	<input type="checkbox"/>

Fair Credit Reporting Act (FCRA)

Does the company periodically send a certification to consumer reporting agencies?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company request a clear and conspicuous consent form to be signed by each employee before obtaining a report?	<input type="checkbox"/>	<input type="checkbox"/>
When FCRA issues arise, is the "Summary of Your Rights Under the FCRA" sent?	<input type="checkbox"/>	<input type="checkbox"/>
When FCRA issues arise, is the pre-adverse-action letter sent?	<input type="checkbox"/>	<input type="checkbox"/>
After adverse action, is the post-adverse-action letter sent?	<input type="checkbox"/>	<input type="checkbox"/>
Are the special procedures followed for using Investigative Consumer Reports?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company counsel employees with access to FCRA information about its proper use?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company dispose of FCRA or other sensitive employee information in a secure manner?	<input type="checkbox"/>	<input type="checkbox"/>

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Family and Medical Leave Act (FMLA)		
Has the company determined if it is subject to the FMLA?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company require employees to request medical leave in writing?	<input type="checkbox"/>	<input type="checkbox"/>
When employees request medical leave, does the company provide them with a “notice and designation form”?	<input type="checkbox"/>	<input type="checkbox"/>
When employees request medical leave, does the company require them to provide medical certification?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company require employees on a medical leave to submit periodic status reports?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees with workers’ compensation injuries placed on FMLA leave when appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have a written attendance policy?	<input type="checkbox"/>	<input type="checkbox"/>
Are managers trained to recognize when a leave request implicates the FMLA?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company’s FMLA policy utilize a rolling 12-month period for leave availability?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company properly designate and manage use of intermittent FMLA leave?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have a medical leave policy for employees who are ineligible for FMLA?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company count light duty work as FMLA leave?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company designate employees on Short Term Disability or on Workers’ Compensation as being on FMLA leave?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company designate someone as being a “key employee” when designating their leave?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company provide “qualifying exigency leave” for eligible employees?	<input type="checkbox"/>	<input type="checkbox"/>
Benefits		
Do the company’s health insurance policies provide coverage equally for all illnesses and disabilities without regard to sex or pregnancy, and provide equal coverage for spouses?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company allow for coverage of domestic partners?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company provide proper notices under HIPAA and COBRA at the inception and termination of health plan coverage?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company’s payroll system reflect the current year’s Social Security (FICA) taxable wage base limit?	<input type="checkbox"/>	<input type="checkbox"/>
Is the company prepared to properly notify employees of changes in health plans within 60 days of the start of your benefit year?	<input type="checkbox"/>	<input type="checkbox"/>
Is the company prepared to properly notify employees of material changes in your welfare plans within 210 days of the start of your benefit year?	<input type="checkbox"/>	<input type="checkbox"/>
Is the company prepared to properly disclose to employees the changes in contribution limits for retirement plans in the current year?	<input type="checkbox"/>	<input type="checkbox"/>
Has the company recently audited whether all wages are being captured and taxed properly for imputed income (e.g., insurance premiums beyond the federal dependent age cutoff of 23)?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company intend to engage in timely Actual Deferral Percentage and Actual Contribution Percentage discrimination testing on its 401(k) plan(s) and cure any discrimination in favor of highly compensated employees by the IRS deadline to avoid excessive taxation?	<input type="checkbox"/>	<input type="checkbox"/>
Is the company prepared to meet the IRS deadline for distribution to employees of their excess deferrals and excess annual additions beyond the statutory maximum under your qualified retirement plan(s)?	<input type="checkbox"/>	<input type="checkbox"/>
Has the company issued COBRA notices to persons involuntarily terminated who would be covered by ARRA COBRA subsidy?	<input type="checkbox"/>	<input type="checkbox"/>
Immigration (IRCA) Compliance		
Are valid, current I-9 forms maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company accept any expired documents (including passports) in filling out the I-9 form?	<input type="checkbox"/>	<input type="checkbox"/>
Are I-9 forms maintained in a separate file (not the personnel file)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the I-9 file reviewed periodically to purge the I-9 forms of terminated employees?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company keep I-9 forms for the proper retention period after termination?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a tickler system to assure timely reverification?	<input type="checkbox"/>	<input type="checkbox"/>
Are any employees allowed to work without completing an I-9 form?	<input type="checkbox"/>	<input type="checkbox"/>
Are any employees required to present more than two documents?	<input type="checkbox"/>	<input type="checkbox"/>
Are managers trained about IRCA’s requirements?	<input type="checkbox"/>	<input type="checkbox"/>

Employment Practices Review Checklist

	Yes	No
Immigration (IRCA) Compliance <i>(continued)</i>		
Does the company review a terminating employee's I-9 form as part of the exit process?	<input type="checkbox"/>	<input type="checkbox"/>
Is the company required to use E-Verify?	<input type="checkbox"/>	<input type="checkbox"/>
Is the company aware of the pitfalls in using the Department of Homeland Security (DHS) website for verification?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company properly respond to notifications from the Social Security Administration regarding employees whose Social Security numbers do not match government records?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company review letters regarding mismatched Social Security numbers to ensure that the same employees do not reappear on these lists year after year?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company sponsor employees for temporary or permanent visa status?	<input type="checkbox"/>	<input type="checkbox"/>

Safety Matters

Does the company comply with OSHA recordkeeping requirements (including the OSHA Forms 300, 300A, and 301)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the official OSHA poster on display?	<input type="checkbox"/>	<input type="checkbox"/>
Do driver applicants complete a request for check of driving record?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have any Commercial Drivers License (CDL) drivers?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company use written safety instructions or manuals?	<input type="checkbox"/>	<input type="checkbox"/>
Does each employee sign an acknowledgment of receipt of safety rules?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees receive regular training about safety matters?	<input type="checkbox"/>	<input type="checkbox"/>
Is all OSHA-required safety training completed and documented?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a management official who has been assigned responsibility for safety and health compliance?	<input type="checkbox"/>	<input type="checkbox"/>
Has management been trained to properly respond to an OSHA or other inspection (e.g., building inspectors)?	<input type="checkbox"/>	<input type="checkbox"/>
Are company managers evaluated on their records for supporting the company's safety programs?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have an emergency response plan?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have a crisis management team for catastrophic occurrences, fatalities and OSHA-related publicity?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have a Job Safety Analysis (JSA) for each job?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a written Hazard Communication Plan?	<input type="checkbox"/>	<input type="checkbox"/>
Are Material Safety Data Sheets (MSDS) maintained for all hazardous chemicals used on premises?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have a Bloodborne Pathogens Plan?	<input type="checkbox"/>	<input type="checkbox"/>
Has the company determined whether employees are required to use any personal protective equipment (PPE)?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have a written certification of the hazard assessment for PPE?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company pay for PPE?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company conduct internal and external safety audits and hazard assessments of your facility?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a work practice (i.e., tagging) for the removal of defective equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have appropriate and adequate first aid supplies?	<input type="checkbox"/>	<input type="checkbox"/>
Is all electrical equipment properly marked?	<input type="checkbox"/>	<input type="checkbox"/>

Workplace Security

Does the company have a "no weapons" policy that takes state "guns at work" laws into consideration?	<input type="checkbox"/>	<input type="checkbox"/>
Has the company recently reviewed its search policies to comply with new state laws?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have a contingency plan for bomb threats or incidents of workplace violence?	<input type="checkbox"/>	<input type="checkbox"/>
Has the company had a security audit?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company ever polygraph employees?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have a "disaster recovery hot site"?	<input type="checkbox"/>	<input type="checkbox"/>
Are personnel, medical and financial files maintained in a secure area?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company consistently enforce policies on solicitation, distribution and access to the premises?	<input type="checkbox"/>	<input type="checkbox"/>

Employment Practices Review Checklist

	Yes	No
Evaluation, Discipline, and Termination		
Are all new hires subject to a trial or introductory period?	<input type="checkbox"/>	<input type="checkbox"/>
Are performance evaluations conducted for all employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are managers trained to conduct performance evaluations?	<input type="checkbox"/>	<input type="checkbox"/>
Has the company reviewed its evaluation form to ensure that it achieves its purpose and does not create adverse evidence against the company?	<input type="checkbox"/>	<input type="checkbox"/>
Are managers trained about and evaluated on compliance with employment laws?	<input type="checkbox"/>	<input type="checkbox"/>
Are managers trained about and evaluated on documenting personnel and disciplinary actions?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees allowed to comment on their performance evaluations?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees required to sign their performance evaluations?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a written progressive discipline system that limits the company's discretion?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company use a standard disciplinary warning form?	<input type="checkbox"/>	<input type="checkbox"/>
If performance is the terminable issue, has training or opportunity for improvement been offered?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees given copies of all written discipline?	<input type="checkbox"/>	<input type="checkbox"/>
Does a single person review all terminations?	<input type="checkbox"/>	<input type="checkbox"/>
Are terminations compared to prior discipline for similar offenses?	<input type="checkbox"/>	<input type="checkbox"/>
Are exit interviews conducted for all voluntary terminations?	<input type="checkbox"/>	<input type="checkbox"/>
Are terminating employees asked to sign a waiver for the company to give future employment references?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company direct all reference checks to a central person?	<input type="checkbox"/>	<input type="checkbox"/>
Are managers trained how to respond to requests for employment references?	<input type="checkbox"/>	<input type="checkbox"/>
Other Compliance Actions		
Are applicable federal and state employment law posters properly displayed?	<input type="checkbox"/>	<input type="checkbox"/>
Is the EEO-1 form completed and submitted annually?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Vets-100 form completed and submitted annually?	<input type="checkbox"/>	<input type="checkbox"/>
Has the company reviewed EEO-1 forms to see if they indicate any trend in the representation of women or minorities in each EEO-1 job category?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company maintain records summarizing (by race and sex) new hires, promotions, layoffs, transfers and discharges?	<input type="checkbox"/>	<input type="checkbox"/>
If your company performs services under federal contracts or subcontracts, does the company maintain an appropriate applicant flow log (separate from personnel and applicant records)?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have an updated Affirmative Action Plan in effect?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company maintain a log of open positions or job postings?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company keep detailed records regarding why and how compensation decisions were made?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company send letters to the State Employment Service or other recruitment sources about job openings?	<input type="checkbox"/>	<input type="checkbox"/>
Are company premises accessible to disabled applicants and employees?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company make reasonable accommodations for disabled applicants and employees?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have an Employee Assistance Program (EAP)?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have any independent contractor arrangements?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have a formal grievance or problem-solving procedure?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company consider your employee turnover to be excessive?	<input type="checkbox"/>	<input type="checkbox"/>
Is the company's handbook up-to-date and an accurate reflection of actual company practices?	<input type="checkbox"/>	<input type="checkbox"/>
If a federal contractor, does the company inform employees of their rights under the NLRA?	<input type="checkbox"/>	<input type="checkbox"/>

About Fisher & Phillips LLP

Fisher & Phillips LLP represents employers nationally in labor, employment, civil rights, employee benefits and immigration matters. The firm has more than 225 attorneys and is one of the largest U.S. law firms to concentrate its practice exclusively upon representation of employers in labor and employment matters.

About this Checklist

This checklist provides only a general outline for an internal review of some labor and employment law policies, procedures and practices. The list is not an all-inclusive summary of necessary employment law forms or practices. Important areas, such as those relating to COBRA, HIPAA, workers' compensation, management development programs and other subjects are omitted from this checklist. The "correct" answers to these questions may depend on multiple factors, including state and local laws and laws regulating a particular type of business. For a complete analysis, employers need to consider the nature of their businesses and the particular laws and regulations that apply. This document is not intended to constitute legal advice. However, employers may find it helpful to review this general outline with their labor and employment law counsel. Among other things, use of this checklist in conjunction with legal counsel may serve to protect the responses under the attorney-client privilege.

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