

Plan Ahead with an Employment Law Audit

Conducting an employment law audit is a proactive step to ensure that your company is in compliance with state and federal employment laws. Below is an itemized list of policies and procedures that may be reviewed. Please take a moment to review the list and indicate those policies/procedures in need of update.

	Policy/Procedure	Date Last Updated
<input type="checkbox"/>	Job application forms	
<input type="checkbox"/>	Job applicant interview procedures and interview questions	
<input type="checkbox"/>	Job application background screening procedures	
<input type="checkbox"/>	Drug testing policies and forms	
<input type="checkbox"/>	Preemployment physical examination policies and procedures	
<input type="checkbox"/>	Employee handbook/personnel policies	
<input type="checkbox"/>	At-will employment disclaimers	
<input type="checkbox"/>	Antidiscrimination and harassment (including sexual harassment) policies & complaint procedures	
<input type="checkbox"/>	Wage and hour policies, forms, and compliance	
	<input type="checkbox"/> Determination of possible employer minimum wage/overtime pay exemptions	
	<input type="checkbox"/> Determination of employee exemptions (e.g., administrative, professional, executive, salesman, etc.) status and proper classification	
	<input type="checkbox"/> Determination of whether employees are properly being paid (e.g., overtime pay, compensatory time-off policies)	
<input type="checkbox"/>	Internal compensation policies (e.g., bonuses, overtime pay, vacation, etc.)	
<input type="checkbox"/>	Employee benefit plans (ERISA, 401K, COBRA, etc.)	
<input type="checkbox"/>	Workers' compensation reporting requirements and issues	
<input type="checkbox"/>	Workers' compensation light-duty policies	
<input type="checkbox"/>	Americans with Disability Act (ADA) and reasonable accommodation policies and requirements	
<input type="checkbox"/>	Job descriptions (ADA compliance)	
<input type="checkbox"/>	Family and Medical Leave Act policies and forms	
<input type="checkbox"/>	Policies regarding recouping payments provided to employees (e.g., tuition, training, clothing)	
<input type="checkbox"/>	Affirmative Action Plans and requirements	
<input type="checkbox"/>	Recordkeeping procedures and policies (records kept, time periods, policy regarding litigation hold, etc.)	
<input type="checkbox"/>	Employment law posters posted in the workplace	
<input type="checkbox"/>	Employment agreements	
	<input type="checkbox"/> Noncompete provisions	
	<input type="checkbox"/> Confidentiality provisions	
	<input type="checkbox"/> Nonsolicitation provisions	

Checklist continues

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	Policy/Procedure, Continued	Date Last Updated
<input type="checkbox"/>	Severance agreements	
	<input type="checkbox"/> Release of claims and compliance with recent EEOC developments, etc.	
	<input type="checkbox"/> Identify deferred compensation	
<input type="checkbox"/>	Employment law insurance policies and exclusions	
<input type="checkbox"/>	Union issues	
	<input type="checkbox"/> Review union contracts and note items of concern	
	<input type="checkbox"/> Review multi-employer union issues	
	<input type="checkbox"/> Possible union decertification	
	<input type="checkbox"/> Review any pending union matters/disputes	
<input type="checkbox"/>	Executive compensation plans (nonqualified deferred compensation)	
<input type="checkbox"/>	Other:	



For questions regarding this program, contact Jeff Jones or any of the attorneys within the Employment, Labor & Benefits Practice Group: Ron Rutlin, Dean Dietrich, Mary Ellen Schill, Chris Toner, Sara Ackermann, or Shawn Rauckman.

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