



**ATHENA HR
CONSULTING GROUP**

Empowering Your Workforce,
Elevating Your Business

HR Compliance Checklist

✓ Section 1: Hiring & Onboarding

- ☐ **Job Descriptions** — Each role has a written, up-to-date job description outlining duties, FLSA classification, and reporting relationships.
 - ☐ **Offer Letters** — Formal offer letters issued, outlining pay, status (exempt/non-exempt), start date, and contingencies.
 - ☐ **Form I-9 (Employment Eligibility Verification)** — Completed within 3 days of hire, stored separately from personnel files, audited annually.
 - ☐ **State & Federal New Hire Reporting** — All new hires reported to state agencies within required timelines.
 - ☐ **Onboarding Packets** — Include handbook acknowledgment, policies, direct deposit, benefits enrollment, and confidentiality/IP agreements.
 - ☐ **Background Checks (if applicable)** — Conducted consistently and compliant with FCRA and state laws.
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✓ Section 2: Employee Classification & Pay

- ☐ **Exempt vs. Non-Exempt Classification** — All roles reviewed under FLSA duties and salary tests.
 - ☐ **Independent Contractors** — Evaluated against IRS and DOL standards (not misclassified employees).
 - ☐ **Pay Practices** — Wages comply with federal and state minimum wage laws.
 - ☐ **Overtime** — Overtime calculated and paid correctly (time-and-a-half for non-exempt >40 hours/week).
 - ☐ **Equal Pay Compliance** — Pay equity reviews conducted regularly.
 - ☐ **Payroll Records** — Accurate, complete, and retained per federal/state requirements.
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✓ Section 3: Policies & Handbook

- ☐ **Employee Handbook** — Updated within the past 12–18 months.
- ☐ **Acknowledgment Form** — Signed acknowledgments on file for each employee.
- ☐ **Anti-Harassment & Discrimination Policy** — Includes reporting procedures and zero-retaliation language.

- ☐ **Code of Conduct / Ethics Policy** — Defines expected workplace behaviors.
 - ☐ **Attendance & Leave Policy** — Covers PTO, sick leave, FMLA (if 50+ employees), and state leave laws.
 - ☐ **Remote Work / Hybrid Policy** (if applicable) — Defines expectations for hours, security, and equipment.
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✓ Section 4: Recordkeeping & Documentation

- ☐ **Personnel Files** — Complete, organized, and separated by type (I-9s, medical, personnel).
 - ☐ **Retention Schedule** — Follows federal/state record retention laws (e.g., I-9 = 3 years after hire or 1 year after termination, whichever is later).
 - ☐ **Performance Reviews** — Documented and stored for each employee.
 - ☐ **Disciplinary Actions** — Written documentation of warnings, performance improvement plans, and terminations.
 - ☐ **Confidentiality & Privacy** — Medical information stored separately under HIPAA/ADA.
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✓ Section 5: Safety & Compliance

- ☐ **OSHA Posters** — Required postings displayed in the workplace.
 - ☐ **Workplace Safety Program** — Written policies, training logs, and reporting procedures.
 - ☐ **Injury/Illness Logs (OSHA 300/301/300A)** — Maintained and filed annually, if applicable.
 - ☐ **Workers' Compensation** — Coverage in place and notices posted.
 - ☐ **Emergency Action Plan** — Clear procedures for evacuation, reporting, and training.
 - ☐ **Harassment Prevention Training** — Conducted annually (required in some states).
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✓ Section 6: Benefits & Leave

- ☐ **Health Insurance Compliance** — ACA requirements met (if 50+ FTEs).
 - ☐ **COBRA / State Continuation** — Notices provided upon termination or qualifying events.
 - ☐ **Family & Medical Leave Act (FMLA)** — If 50+ employees: compliant policies, postings, and documentation.
 - ☐ **Paid Sick Leave** — Compliance with state/local mandates.
 - ☐ **Retirement Plans (401k, etc.)** — Compliant with ERISA and fiduciary standards.
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✓ Section 7: Required Posters & Notices

- ☐ **Federal Posters Displayed** — EEOC, FMLA (if applicable), OSHA, USERRA, EPPA, Minimum Wage.
 - ☐ **State Posters Displayed** — As required by state labor department.
 - ☐ **Remote Employees** — Provided with electronic access to postings.
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✓ Section 8: Termination Practices

- ☐ **Separation Checklists** — Covers final pay, benefits notices, return of company property.
 - ☐ **Final Pay Compliance** — State-specific rules followed (immediate, next payday, etc.).
 - ☐ **COBRA / Insurance Continuation Notices** — Provided to terminated employees.
 - ☐ **Documentation** — Termination reasons documented clearly (to reduce risk of wrongful discharge claims).
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✓ Notes Section

Need Help Fixing Your HR Gaps?

Our 30-Day Compliance Shield program identifies and fixes your top 3 risks — fast.

👉 Book your free consultation: [Free 30 Minute Consultation](#)