

COMPLIANCE ESSENTIALS FOR EMPLOYERS

FEDERAL EMPLOYMENT LAWS BY COMPANY SIZE

• 1+ EMPLOYEES

- ▶ Consumer Credit Protection Act – CCPA (Garnishments)
- ▶ Employee Polygraph Protection Act – EPPA
- ▶ Employment Retirement Income Security Act – ERISA (Benefits)
- ▶ Equal Pay Act – EPA & Lilly Ledbetter Act
- ▶ Fair and Accurate Credit Transactions Act – FACT (Access to Information)
- ▶ Fair Credit Reporting Act - FCRA (Background Checks)
- ▶ Fair Labor Standards Act – FLSA (Wage & Hour)
- ▶ Federal Income Tax Withholding
- ▶ Federal Insurance Contribution Act – FICA (Medicare & Social Security)
- ▶ Health Insurance Portability and Accountability Act – HIPAA (Protected Health Info)
- ▶ Immigration Reform & Control Act – IRCA (I-9 Forms) and Immigration and Nationality Act - INA
- ▶ National Labor Relations Act – NLRA (Unions and Employee Protections)
- ▶ Occupational Safety and Health Act – OSHA (Safety)
- ▶ Providing Urgent Maternal Protections for Nursing Mothers Act - PUMP
- ▶ Sarbanes-Oxley Act – SOX (Public Company Regulations)
- ▶ Uniform Guidelines for Employment Selection Procedures (Discrimination Protections)
- ▶ Uniformed Services Employment & Reemployment Rights Act – USERRA (Military Service)

• 11+ EMPLOYEES

- ▶ OSHA – Recordkeeping

• 15+ EMPLOYEES

- ▶ Americans with Disabilities Act – ADA & ADAAG (Discrimination Protections)
- ▶ Genetic Information Nondiscrimination Act – GINA (Discrimination Protections)
- ▶ Pregnancy Discrimination Act - PDA
- ▶ Pregnant Workers Fairness Act - PWFA
- ▶ Title VII of the Civil Rights Act of 1964 (Discrimination Protections)

• 20+ EMPLOYEES

- ▶ Age Discrimination in Employment Act – ADEA (Discrimination Protections)
- ▶ Consolidated Omnibus Budget Reconciliation Act – COBRA (Benefits)

• 50+ EMPLOYEES

- ▶ Affordable Care Act – ACA (Benefits)
- ▶ Family Medical Leave Act – FMLA (Leave Protection – Medical & Military)

• 100+ EMPLOYEES

- ▶ EEO-1 Survey Filing (Part of Civil Rights Act)
- ▶ Worker Adjustment Retraining Notification Act – WARN (Layoffs)

• FEDERAL CONTRACTORS

- ▶ Contract Work Hours & Safety Standard Act
- ▶ Copeland Act
- ▶ Davis Bacon Act
- ▶ Drug Free Workplace Act
- ▶ EEO-1 Survey (50+ Employees)
- ▶ McNamara-O’Hara Service Contract Act
- ▶ Vietnam Era Veterans’ Readjustment Assistance Act
- ▶ Vocational Rehabilitation Act
- ▶ Walsh-Healy Act

HUMAN RESOURCE AUDITS

- **COMPLIANCE**

- ▶ State Laws
- ▶ Federal Laws
- ▶ I-9 Sample Audit
- ▶ FLSA / FMLA / ADA...
- ▶ Federal Contractor Compliance

- **EMPLOYEE RELATIONS**

- ▶ Recruitment
- ▶ Orientation / Onboarding
- ▶ Employee Relations/Communications
- ▶ Wage and Salary Administration
- ▶ Benefits
- ▶ Training, Development & Performance Management
- ▶ Discipline
- ▶ Terminations
- ▶ Manager & Supervisory Training

- **DOCUMENTATION & RECORDKEEPING**

- ▶ Personnel Files
- ▶ Policies and Procedures
- ▶ Personnel File Sample Audit

- **HR DEPARTMENT SETUP**

- ▶ Roles, Systems, Reporting Structure

- **SAFETY AND HEALTH**

- ▶ Workers' Compensation
- ▶ Safety Programs
- ▶ Compliance with OSHA
- ▶ OSHA Electronic Reporting (≥20 Employees in Certain Industries)

WHERE TO START

HIRING & RETENTION PRACTICES

- ▶ Pay, Benefits, Bad Hires, Stay Interviews, Turnover, Impact on Customers, Company Reputation

COMPLIANCE

- ▶ Wage & Hour, Continuously Changing Laws, Posters, Unintentional Impact, Self-Audit, Government Inspections

EMPLOYEE HEALTH, SAFETY & SECURITY

- ▶ Workers' Comp, Violence in the Workplace, Employee Wellness, Presenteeism, EAP

PRODUCTIVITY & LEADERSHIP DEVELOPMENT

- ▶ Performance Management, Leadership Training, Preparing for the Future, Company Growth

DON'T FORGET STATE AND LOCAL LAWS AND REGULATIONS!

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