

2021 New Year's HR Checklist

Please utilize this checklist to discover any missing items and ensure you have a happy and compliant New Year!



EMPLOYEE HANDBOOK

Handbook has been updated with 2021 new laws and requirements.

Notes:

PREVENTING HARASSMENT AND ABUSIVE CONDUCT TRAINING

Training conducted for employees and supervisors within the last two years.

Notes:

COVID PREVENTION PROGRAM

Company's Injury and Illness Prevention Program (IIPP) has been updated. Includes CAL/OSHA required COVID information. COVID Prevention Program has been implemented.

Notes:

WAGE AND HOUR ISSUES

Employees and Independent Contractors are classified correctly. Nonexempt employees are not classified as exempt. Exempt employees are paid above the new exempt minimum wage.

Notes:

NEW POSTERS

2021 Federal, State and local posters have been posted and/or provided to employees.

Notes:

HIRING PRACTICES

Hiring managers are trained on the legally compliant process. New Hire receives all the required documents and training.

Notes:

EMPLOYEE RECORDS

Employee files maintained and retained according to regulations. Medical information is not kept in the regular file.

Notes:



Not able to check everything off your 'To-Do List'?
SDHR Consulting is here to help! Let one of our highly trained and knowledgeable Human Resource Consultants help so you can begin the New Year with peace of mind!

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