

Snapshot

The following list of questions will provide a snapshot of the more critical topics covered in this book. You can use this checklist to quickly determine whether you are complying with fundamental employment laws and regulations. You should know the answer to every one of these questions. Although a “No” answer does not necessarily mean you are in violation of any laws or regulations, you should understand why the answer is “No.” The page number is provided for quick reference.

Yes	No		Page reference
<input type="checkbox"/>	<input type="checkbox"/>	Do you keep all medical records separate from other personnel files?	242
<input type="checkbox"/>	<input type="checkbox"/>	Do you have all new hires complete I-9 forms and do you keep the I-9 forms separate from supporting documentation?.....	29
<input type="checkbox"/>	<input type="checkbox"/>	Do you retain for one year each employee’s: name, address, date of birth, occupation, rate of pay and compensation?	394
<input type="checkbox"/>	<input type="checkbox"/>	Do you know what questions you can’t ask job applicants, and which ones you should?	11
<input type="checkbox"/>	<input type="checkbox"/>	Do you check all job and personal references before hiring?.....	51
<input type="checkbox"/>	<input type="checkbox"/>	Do you have complete job descriptions which describe the essential and non-essential functions of each job, and do you update them periodically?	8
<input type="checkbox"/>	<input type="checkbox"/>	Do you know the difference between exempt and non-exempt employees?.....	92
<input type="checkbox"/>	<input type="checkbox"/>	Are your employees properly designated as exempt or non-exempt under the Fair Labor Standards Act?	92

<input type="checkbox"/>	<input type="checkbox"/>	Do you have an employee handbook? If so, is it regularly updated, and do you include a clear statement that employment is at-will and not guaranteed?.....	64
<input type="checkbox"/>	<input type="checkbox"/>	Do you pay required overtime compensation to non-exempt employees, which can include salaried employees?	123
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a written sexual harassment policy, and are your employees aware of it?	203
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a procedure for investigating employee complaints about harassment?.....	217
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a procedure for investigating employee misconduct?.....	245
<input type="checkbox"/>	<input type="checkbox"/>	Do you test for drugs or alcohol in compliance with both Georgia and federal law?	242
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a progressive discipline policy, and do your supervisors understand it and apply it consistently?.....	245
<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of federal requirements regarding continuation of group health care coverage?.....	371
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a plan for dealing with workplace violence?.....	323
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a system for handling wage garnishment or income deduction orders?.....	115
<input type="checkbox"/>	<input type="checkbox"/>	Do you know if your employees are eligible for family and medical leave?.....	273
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a system for sending out COBRA notices within the required time limits?	359
<input type="checkbox"/>	<input type="checkbox"/>	Does your workers' compensation insurance carrier provide managed medical care as required by Georgia law?.....	331
<input type="checkbox"/>	<input type="checkbox"/>	Does your company have an electronic mail, Internet and other communications policy?.....	174

<input type="checkbox"/>	<input type="checkbox"/>	Does your company have a plan for complying with WARN in the case of a mass layoff or plant closing?	261
<input type="checkbox"/>	<input type="checkbox"/>	Do you know the procedure for reinstating a veteran after military leave?.....	302
<input type="checkbox"/>	<input type="checkbox"/>	Does your company have a method for evaluating employees' performances?.....	139