

# HR Compliance Checklist

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Synergy HR Solutions – Protect your business. Stay compliant. Grow with confidence.

This checklist is designed for small and mid-sized business owners to quickly evaluate HR compliance. It highlights the most common areas of risk—from hiring to pay practices—and provides a practical framework to help you stay protected. Use this tool as a guide, and consult with Synergy HR Solutions for tailored support, especially in high-compliance states like California and New York.

## Hiring & Onboarding

- I-9 forms completed and stored for every employee.
- Offer letters include wage, classification, and at-will language.
- State-specific new hire notices (CA, NY, etc.) are provided.
- Job descriptions updated for FLSA classification compliance.

## Policies & Documentation

- Employee handbook reviewed and updated within the past 12 months.
- State addenda included for CA, NY, and other high-compliance states.
- Anti-harassment, EEO, and complaint procedures clearly outlined.
- Remote/hybrid and AI-use policies included (2025 best practices).

## Pay Practices

- Exempt vs. non-exempt employees classified correctly under FLSA.
- Payroll practices comply with overtime, PTO, and final pay laws.
- Wage statements meet state-specific requirements (CA, NY, etc.).
- Pay equity analysis conducted within the past 24 months.

## Training & Development

- Harassment prevention training delivered annually (as required).
- OSHA/safety training documented for high-risk industries.
- Leadership training provided for supervisors/managers.
- Annual training tracker in place to ensure completion.

## **Recordkeeping & Reporting**

- Personnel files maintained with signed acknowledgments.
- Termination records include documentation to mitigate risk.
- ACA, OSHA, and EEO-1 filings submitted on time.
- Digital or physical compliance posters displayed and current.

## **Health, Safety & Wellbeing**

- Workplace safety program documented and regularly reviewed.
- Emergency procedures communicated and drilled with staff.
- Employee wellness initiatives offered and tracked.
- Workers' comp processes clearly documented and accessible.

## **Diversity, Equity & Inclusion**

- EEO policy and practices reviewed and updated.
- DEI statement or values published and communicated internally.
- Recruiting practices monitored for fairness and bias reduction.
- Training provided on inclusivity and anti-discrimination.

This checklist is not a substitute for legal advice but provides a practical starting point. For a detailed audit and implementation plan, connect with Synergy HR Solutions.