



HR Compliance Quiz -- Score yourself. How do your Human Resources Systems score?

<b>HR System</b>	<b>Yes +3</b>	<b>No -3</b>	<b>Unsure 0</b>
Do you have completed I-9 forms on all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you report all New Hires to the EDD?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain an OSHA log 300?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a separate file for your employee Benefits forms and health information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an employee handbook?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use an Employment Application with every hire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you posted the Federally required postings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a Wage Order on display?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an Injury and Illness Prevention Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold regular Safety Meetings with your employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide SPD's (Summary Plan Descriptions) on the Benefit insurance plans to all of your employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use an Initial COBRA notification form for all new hires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you informed all of your employees about their rights under the Paid Family Leave act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a proprietary agreement for each employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you distribute the DFEH required notifications to all new hires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use an offer letter for new hires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you distribute the EDD Form 2320 to all exiting employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use an agreement with each contractor you engage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your score: \_\_\_\_\_ \*1

Your HR Systems can greatly benefit your organization by implementing legally sound processes to manage business issues. On the other hand, lack of internal systems can confuse your managers and employees and may lead to legal exposure. An HR Audit from OHR can identify key areas requiring processes which make business sense and can limit potential liability. Call us today to schedule a review.

<sup>1</sup> These are ALL important to your business. Call us if you've checked "no" for any item. Let's find out how to get your business into compliance.