Lift HCM
People | Payroll | Performance

Labor Law Compliance Checklist

Hiring and Onboarding

- ☐ Verify work eligibility with Form I-9.
- ☐ Provide updated employee handbooks reflecting the latest policies.
- ☐ Disclose salary ranges in job postings where required.
- ☐ Conduct anti-bias training for hiring managers.

Wage and Hour Regulations

- ☐ Ensure compliance with federal minimum wage.
- ☐ Properly classify employees as exempt or non-exempt.
- ☐ Track overtime accurately, particularly for remote workers.
- ☐ Issue detailed pay stubs that meet state requirements.
- ☐ Follow IRS guidelines.
- ☐ Comply with The Fair Labor Standards Act (FLSA).
- ☐ Adhere to local worker classification laws.
- ☐ Meet requirements of The Affordable Care Act (ACA).
- ☐ Ensure COBRA compliance.
- ☐ Abide by the Family and Medical Leave Act (FMLA).

Workplace Safety

- ☐ Update OSHA compliance programs.
- ☐ Conduct regular safety audits.
- ☐ Maintain accessible records of workplace injuries.
- ☐ Provide mandatory safety training for employees.

Anti-Discrimination and Harassment

- ☐ Expand harassment training to include remote work scenarios.
- ☐ Regularly review policies to comply with protected class expansions.
- ☐ Establish transparent reporting systems for harassment claims.
- ☐ Audit hiring practices to promote equity.

Termination Policies

- ☐ Issue final paychecks promptly per state laws.
- ☐ Document performance issues before termination.
- ☐ Provide COBRA continuation notices where applicable.
- ☐ Avoid retaliatory practices during layoffs.

Address Remote Work Compliance

- ☐ Ensure multi-state tax compliance.
- ☐ Implement remote worker safety regulations.
- ☐ Establish clear remote work agreements.