

HR Compliance & Consulting

General HR Procedures

- Obtain the current printed manuals related to the Human Resources area.
- Review the current manuals to obtain an overview of the printed policies and procedures.
- Identify the individuals responsible for the primary Human Resources functions, including those functions carried out at the various Organization locations.
- Interview the Organization's Executive Director.
- Determine how the Organization remains current with the changing HR laws and regulations.

Recruitment and Selection

- Job Descriptions
- Job Application Forms
- Sourcing: Agencies/Search Firms
- Interview Process
- Background/Work History/Reference Checks
- Offer Letters
- Promotion and Advancement Policies/Practices
- Documentation
- Employee Onboarding
- Pre-employment Activities
- Employee Handbook
- Orientation Procedure
- Health Insurance Portability and Accountability Act Security Notice
- Women's Health and Cancer Rights Act Notice
- Creditable Coverage Notice – Medicare Part D
- Newborns' and Mothers' Health Protection Act Notice
- Consolidated Omnibus Budget Reconciliation Act
- Premium Assistance under Medicaid and the Children's Health Insurance Program
- Consumer Credit Reports
- Unemployment Compensation Notice to Employee
- Family and Medical Leave Act
- OSHA's Work-Related Injuries and Illnesses

Technology

- Social Media Policies
- Mobile Device
- Information Technology Policies

Compensation and Benefits

- Structured Program
- Pay Increases
- Periodic Adjustments
- Bonuses
- Benefits Program
- Documentation

Compliance Reporting and Notices

- Equal Employment Opportunity
- Fair Labor Standards Act
- Patient Protection and Affordable Care Act
- Health Insurance Portability and Accountability Act Privacy Notice

Professional Development

- Mentor/Coach
- Education
- Certification





CPAs & ADVISORS

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Human Resources Consulting

Performance Appraisal

- Formal Appraisal Process
- Implementation
- Appraiser Training
- Documentation

Problem Resolution Process for Non-Union Employees

- Overall Process
- Other Matters

Grievance Process - Union Only

- Grievance Procedure
- Documentation

Discipline

- Employee Duties and Conduct
- Documentation

Termination Procedures

- Pre-termination Review
- Discharge Procedures
- Exit Interviews
- Documentation

Employee Files/Recordkeeping

- Employee Information
- Privacy Policies
- Retention Policies

Labor Relations

- Collective Bargaining Agreements

Benefit Plans

- General
- Reporting
- Documentation and Communication

Safety

- General
- Hazardous Materials
- Security
- Emergency Planning

Miscellaneous

- Employee Notices
- Family and Medical Leave
- Harassment and Other Unlawful Discrimination
- Workers Compensation





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Compliance Reporting & Notices



- Equal Employment Opportunity (EEO-1) Report (100 or more employees or federal contractors)
- Fair Labor Standards Act (FLSA) – Exempt/Nonexempt
- Patient Protection and Affordable Care Act (ACA)
- (Applicable Large Employer: 50 or more full-time/full-time equivalent employees)
 - Health Insurance Market Place Notice
 - 1094B Transmittal of Health Coverage, 1095B Health Coverage reporting
- Health Insurance Portability and Accountability Act (HIPAA) Privacy Notice
- Health Insurance Portability and Accountability Act (HIPAA) Security Notice
- Women’s Health and Cancer Rights Act (WHCRA) Notice
- Creditable Coverage Notice – Medicare Part D
- Newborns’ and Mothers’ Health Protection Act Notice
- Consolidated Omnibus Budget Reconciliation Act (COBRA)
 - Continuation Coverage Election Notice
 - General Notice
 - Qualifying Event Notice
 - Election Notice
 - Notice of Unavailability of Continuation Coverage
 - Notice of Early Termination of Continuation Coverage
- Premium Assistance under Medicaid and the Children’s Health Insurance Program (CHIP)
- Consumer Credit Reports (background checks)
 - Clear and conspicuous disclosure
 - Authorization
 - Pre-Adverse Action Notice with a copy of the full Consumer Credit Report, as well as a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act.”
 - Notice that the employer rejected them for the position because of information found in their Consumer Credit Report
- Unemployment Compensation Notice to Employee (UIA)
- Family and Medical Leave Act (FMLA)
 - Employee Rights and Responsibilities Notice
 - Application
 - Employer Response to Employee Request for Family and Medical Leave
- OSHA’s Form 300A Log of Work-Related Injuries and Illnesses