



Attorney: Organize My HR Life! Checklist

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| <input type="checkbox"/> Review employee verification and reporting process | <input type="checkbox"/> Train managers on the ADA interactive process |
| <input type="checkbox"/> Train managers on proper and improper interview questions | <input type="checkbox"/> Train managers on communication with medical marijuana card holders |
| <input type="checkbox"/> Consider pitfalls of using social media to review background of applicants and employees | <input type="checkbox"/> Conduct routine disciplinary audits to ensure consistent treatment of employees |
| <input type="checkbox"/> Conduct audit of hiring procedures and forms | <input type="checkbox"/> Review independent contractor status |
| <input type="checkbox"/> Review and update employee handbook | <input type="checkbox"/> Update drug and alcohol testing policies to include medical marijuana use |
| <input type="checkbox"/> Consider emotional support, service animals as potential reasonable accommodations | <input type="checkbox"/> Train managers on how to address suspected abuse of legal drugs |
| <input type="checkbox"/> Conduct annual anti-discrimination and harassment training | <input type="checkbox"/> Update job descriptions |
| <input type="checkbox"/> Analyze exempt employee status | <input type="checkbox"/> Review websites like Glassdoor for tips on how to improve workplace environment |
| <input type="checkbox"/> Review calculations and overtime payments to nonexempt employees | <input type="checkbox"/> Allow employees time to vote as required by Oklahoma law |
| <input type="checkbox"/> Revisit compensation policies to ensure equal pay for men and women | <input type="checkbox"/> Maintain accurate records of protected employee absences |
| <input type="checkbox"/> Comply with military leave protections | <input type="checkbox"/> Train managers on FMLA process |
| <input type="checkbox"/> Train managers and employees to properly address transgender issues | <input type="checkbox"/> Abide by Oklahoma law prohibiting discrimination against smokers |
| <input type="checkbox"/> Keep track of NLRB rulings | <input type="checkbox"/> Update your tobacco-free workplace policy to include e-cigarettes |
| <input type="checkbox"/> Ensure OSHA 300 logs are up to date and 300A form is posted | <input type="checkbox"/> Conduct prompt and thorough investigations |
| <input type="checkbox"/> Update FMLA forms | <input type="checkbox"/> Follow up or enforce performance goals set in evaluations |
| <input type="checkbox"/> Remain consistent with reasons for termination throughout unemployment, EEOC and lawsuit process | <input type="checkbox"/> Document. Document. Document. |

Need help with your checklist? Contact a licensed Labor & Employment attorney.