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8 Best Practices for HR Compliance

To build a stronger compliance regime, these eight areas of focus will help your company ensure fair and equitable opportunities, an inclusive culture, and a safe workplace.

Organizational Culture

Build a company culture that ensures your stated mission (and corporate actions) reflect the qualities of fairness, diversity, and inclusion. Elevate the quality of coworker relationships by enforcing a no-exceptions, zero-tolerance policy on employee harassment. Foster a positive spirit by both giving and expecting mutual respect, honesty and kindness in the workplace.

Company Handbook

It's hard to enforce the rules if you don't explain them. An employee handbook is essential, regardless of the size of your business. It should spell out company values, expectations, and workforce policies, from hiring and benefits, to performance evaluations, promotions, disciplinary procedures and termination. Include your zero-tolerance policy about discrimination and harassment. Give every employee a copy, and keep a record of receipt, signed either digitally or physically by each employee.

Recordkeeping

Most employer laws include a recordkeeping requirement. If an enforcement agency sends a letter or sends an inspector, you will need to be able to pull up the right records quickly. Obviously, it's crucial to have created those records in the first place. But it's equally critical to have a centralized, secure system for organizing, storing and searching your workforce data.

Technology

Having automated software for Human Capital Management (HCM), Time and Attendance, and Payroll helps you maintain essential compliance in four ways:

Cloud software vendors track changes in employment laws and build any new standards into the software. For example, if minimum wage changes in one jurisdiction, payroll software will reflect the new rate going forward.

HCM software builds in HR best practices so your HR policies are applied consistently through automated procedures. For example, with HCM, managers will create every performance review using the same template and rating system. Your applicant tracking system may display numbers instead of names during an initial resume review in order to reduce the possibility of inadvertent discrimination based on gender, ethnicity, race or age.

Time and Attendance software captures a complete record of work and leave for flawless payroll calculations and documentation in a Wage & Hour audit.

Payroll software and services manage calculations, tax filings, and deposits to keep your business in compliance with the FLSA and applicable federal, stateand local tax regulations.
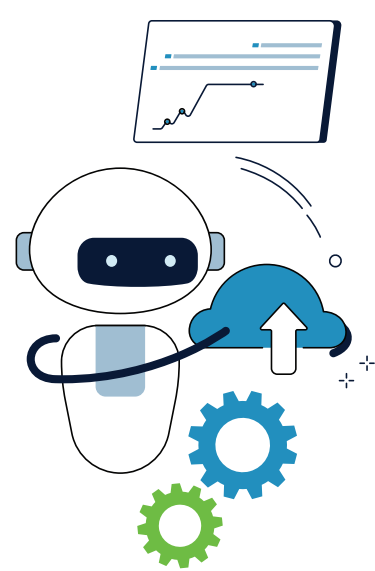
Training

Establish a good tracking system to ensure all employees and managers attend regularly scheduled, mandatory trainings on discrimination and sexual harassment. But that should be where training begins, not where it ends. For example, one of the best ways to avoid compliance issues is to train managers about HR laws, how to give effective praise and criticism, how to write a good performance review, how to interview and how to resolve conflicts. Train employees in communication and conflict resolution.

Employee Reporting

Define a process and system for employees to report problems. Encourage employees to attach their name so you can address their concerns directly, but provide an anonymous reporting option, too. Establish automatic routing of the complaint to the correct managers. Follow up immediately.

Investigations & Discipline

Supervisors and managers should document behavior or performance issues thoroughly. If there's a problem, investigate promptly and be responsive. Gather the facts; don't rely on emotion. If you are considering disciplinary action, including termination, you need to complete your investigation prior to taking action. If the employee in question has filed a complaint, be very careful about retaliation. Detailed, timely, and organized records about employment decisions and actions are needed if your organization has to establish a defense. Seek legal advice if needed.

Outside Expertise

The best time to get expert help with compliance is before you receive a complaint, investigation or lawsuit. Instead of taking focus away from growing your business, consider HR as a Service to gain compliance expertise when you're drafting workforce policies, designing benefits and comp plans, or setting up compliance processes.

Don't want the risk and overhead of maintaining payroll and HR staff? Asure can take the expense and compliance headache off your plate. Our certified HR professionals help build top-notch teams, stay compliant with HR laws, and eliminate the need to hire full-time back-office staff.

Partner with Asure to develop great teams, stay compliant, and allocate your resources toward growth. **Learn more.**

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