



Human Resources Mini Audit

Key HR Questions	Yes or No
Do you have Americans with Disabilities Act compliant job descriptions for all your positions?	
Do you have a comprehensive 2012 California compliant Employee Handbook?	
Do you have a standardized interview/hiring process for each position that is compliant with California law?	
Do you have a standardized termination process that is compliant with California law?	
Do you have a rational salary structure including pay grades, job codes, rate ranges, merit and promotion matrix in place?	
Do you have some type of periodic, written performance review process?	
Are you confident that you are properly following all the California laws for rest and meal breaks and overtime pay?	
Are you confident that all your exempt employees are properly classified?	
Are you confident all your I-9 documentation is in order?	
Do you have a formal discipline policy including forms?	
Do you have a formal attendance policy including absence and tardy limits?	
Do you have a written, Cal-OSHA compliant Injury and Illness Prevention Program (IIPP)?	
Is your employee information properly segregated among the employee master file and subfiles?	
Have you had a formal Human Resources audit in the past 2 years?	
<p><u>If you answered no to any of these questions you may be in violation of California employment law or you have Human Resources processes that may need improvement. "Contact Us" if you have any questions.</u></p>	

Martin Levy

Human Resources 4U

www.humanresources4u.com

hrexec@humanresources4u.com

(909) 912-9995