**HR Compliance Checklist**

* **Employee Classification**
  + Verify correct classification of employees (Exempt, Non-exempt, Independent Contractors)
  + Review and update job descriptions regularly
  + Confirm compliance with the Fair Labor Standards Act (FLSA) and California Labor Code
  + Resource:
    - [Department of Labor (DOL) - Employee Classification](https://www.dol.gov/agencies/whd/flsa/misclassification/rulemaking)
    - [California Department of Industrial Relations (DIR) - Employee Classification](https://www.dir.ca.gov/OPRL/DPreWageDetermination.htm)
* **Wage and Hour Compliance**
  + Ensure compliance with federal and California minimum wage laws
  + Verify overtime payment practices, including California-specific rules
  + Monitor recordkeeping for hours worked
  + Resource:
    - [DOL - Wage and Hour Division](https://www.dol.gov/agencies/whd/fmla)
    - [California DIR - Wage and Hour Laws](https://www.dir.ca.gov/dlse/dlseWagesAndHours.html)
* **Payroll and Tax Compliance**
  + Ensure accurate payroll processing
  + Verify correct withholding for federal, state, and local taxes
  + File payroll taxes on time (e.g., Form 941, DE 9, DE 9C)
  + Resource:
    - [IRS - Payroll Information](https://www.irs.gov/government-entities/federal-state-local-governments/payroll)
    - [California Employment Development Department (EDD) - Payroll Taxes](https://edd.ca.gov/payroll_taxes/)
* **Employee Benefits**
  + Ensure compliance with the Affordable Care Act (ACA) and California-specific healthcare laws
  + Administer benefits according to plan documents
  + Provide required notices (e.g., COBRA, HIPAA, Cal-COBRA)
  + Resource:
    - [HealthCare.gov - Employers](https://www.healthcare.gov/small-businesses/employers/)
    - [California Department of Managed Health Care - Cal-COBRA](https://www.dmhc.ca.gov/HealthCareinCalifornia/TypesofPlans/KeepYourHealthCoverage%28COBRA%29.aspx)
    - [ACA](https://www.bing.com/ck/a?!&&p=3c43d6dd7f06a06d261549179b45a620c9f4dcf71ffa9ab21fa840207d0aecf7JmltdHM9MTcyNDQ1NzYwMCZpZ3VpZD0wZjU5NTQwMC0wMmY4LTYxNjctM2FhYi00MDMwMDMxNjYwYmUmaW5zaWQ9NTIxOQ&ptn=3&ver=2&hsh=4&fclid=0f595400-02f8-6167-3aab-4030031660be&psq=aca+requirements+for+employers&u=a1aHR0cHM6Ly93d3cuaXJzLmdvdi9hZmZvcmRhYmxlLWNhcmUtYWN0L2VtcGxveWVycw&ntb=1)
* **Anti-Discrimination Laws**
  + Ensure policies comply with Equal Employment Opportunity (EEO) laws and California's Fair Employment and Housing Act (FEHA)
  + Conduct regular training on anti-discrimination and harassment (including mandatory sexual harassment training)
  + Document and investigate any complaints promptly
  + Resource:
    - [Equal Employment Opportunity Commission (EEOC)](https://www.eeoc.gov/)
    - [California Department of Fair Employment and Housing (DFEH)](https://www.dfeh.ca.gov/)
* **Workplace Safety**
  + Comply with Occupational Safety and Health Administration (OSHA) and Cal/OSHA standards
  + Maintain and post the OSHA 300 log
  + Conduct regular safety training and drills
  + Resource:
    - [OSHA](https://www.osha.gov/)
    - [California Division of Occupational Safety and Health (Cal/OSHA)](https://www.dir.ca.gov/dosh/)
* **Employee Leave**
  + Ensure compliance with the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA)
  + Track and document all leave taken
  + Provide required notices to employees
  + Resource:
    - [DOL - FMLA](https://www.dol.gov/agencies/whd/fmla)
    - [California DIR – CFRA](https://edd.ca.gov/en/Disability/faqs-fmla-cfra)
    - [ADA](https://www.eeoc.gov/laws/guidance/employer-provided-leave-and-americans-disabilities-act)
* **Employee Privacy and Data Security**
  + Ensure compliance with data protection regulations (e.g., GDPR, CCPA)
  + Implement and review data security policies regularly
  + Conduct training on privacy practices
  + Resource:
    - [Federal Trade Commission (FTC) - Privacy](https://www.ftc.gov/business-guidance/privacy-security)
    - [California Office of the Attorney General – CCPA](https://www.oag.ca.gov/privacy/ccpa)
* **Recordkeeping**
  + Maintain accurate and up-to-date employee records
  + Retain records for the required period (e.g., I-9 forms, W-2s, California Wage Theft Prevention Act notices)
  + Ensure secure storage of sensitive information
  + Resource:
    - [DOL - Recordkeeping Requirements](https://www.dol.gov/agencies/whd/fact-sheets/21-flsa-recordkeeping)
    - [California DIR - Recordkeeping Requirements](https://www.dir.ca.gov/dosh/dosh_publications/RecKeepOverview.pdf)
* **Employment Laws and Regulations**
  + Stay updated on federal, state, and local employment laws
  + Review and update employee handbook regularly
  + Consult with legal counsel to ensure compliance
  + Resource:
    - [DOL - Compliance Assistance](https://www.dol.gov/agencies/whd/compliance-assistance)
    - [California DIR - Labor Law Information](https://www.dir.ca.gov/)

Last updated on: \_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This checklist provides an overview to help ensure that your HR practices comply with both federal and California-specific laws and regulations. Regularly review and update this checklist to keep pace with any changes in legislation.