

2025 HR Compliance Self-Check

Use this checklist to help evaluate whether your organization is prepared for today's evolving compliance landscape

1 Recruitment & Hiring

- Do your job postings include necessary compliance statements?
- Is your employment application compliant with current laws?
- Are you following legal guidelines for hiring minors?

2 Employment Practices

- Is your employee handbook current and legally sound for all work locations?
- Do you have clear policies for workplace conduct, harassment prevention, and discipline?
- Are you compliant with local leave laws, FMLA, and the ADA ?

3 Recordkeeping & Reporting

- Are you properly maintaining personnel, medical, and confidential records?
- Are you properly posting all required federal, state, and local labor law posters?
- Are your Form I-9 and E-Verify procedures up to date?

4 Benefits & Leave

- Are your group insurance policies and COBRA processes compliant?
- Do you have a documented medical leave policy and process?
- Are you prepared for changes in paid leave laws in your state?

5

Wage & Hour Compliance

Are your employee classifications and exemption statuses accurate?

Are you meeting minimum wage, overtime, and equal pay reporting requirements?

Is your timekeeping system reliable and tracking time in compliance with local, state, and federal laws?

6

Government & Legal Requirements

Are you meeting affirmative action and VETS-4212 reporting obligations?

Do you have a policy against employment discrimination and harassment?

Are managers trained on interviewing, FMLA, and performance management?

7

Risk Management & Liability

Do you regularly review and update your policies and handbook?

Are employment decisions documented with clear business rationale?

Do you provide appropriate training (e.g., harassment prevention)?



Need Help?

If you answered “no” or “not sure” to any of these, MRA can help.

From handbook reviews and audits to expert guidance and training, we’re here to support your compliance journey.



Visit mymra.org/908266 to learn how we can help!