

HUMAN RESOURCES COMPLIANCE – CHECKLIST

*This checklist is used as a tool to evaluate your company's current human resources climate.
Its purpose is to complete a simple evaluation relating to basic legislative compliance and best practices.*

IDENTIFICATION

Company Name:

Date:

GENERAL COMPANY INFORMATION

Industry Type:

Number of Employees:

HR POLICIES & EMPLOYMENT LAW

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| <input type="checkbox"/> Do you have an HR policy manual? |
| <input type="checkbox"/> Do all employees sign off on receipt and review of your policy manual annually? |
| <input type="checkbox"/> Have you had any Human Rights complaints in the past? |
| <input type="checkbox"/> Do you have a pay equity plan prepared? |
| <input type="checkbox"/> Have you posted the "ESA What You Should Know" poster in your workplace? |
| <input type="checkbox"/> Are you complying with the following employment standards? |
| <input type="checkbox"/> Minimum Age (14, 15 in factories) |
| <input type="checkbox"/> Minimum Wage (\$13.15 student, \$14.00 general) |
| <input type="checkbox"/> Hours of Work (8hr day unless written agreement by employee) |
| <input type="checkbox"/> Breaks (30 minutes after 5 hours) |
| <input type="checkbox"/> Overtime Hours (paid at 1.5 x rate for hours over 44/week) |

RECRUITMENT & SELECTION

- | |
|--|
| <input type="checkbox"/> Do you regularly hire new staff? |
| <input type="checkbox"/> Do you follow a process for recruiting? |
| <input type="checkbox"/> Do you have signed employment contracts for all employees (including seasonal/part-time)? |
| <input type="checkbox"/> Do you use a probationary period and performance reviews for all new hires? |
| <input type="checkbox"/> Do you have an orientation checklist? |
| <input type="checkbox"/> Do you complete background checks or behaviour trait assessments? |

PAY & BENEFITS

- ☐ Is your organization registered with WSIB? - (See WSIB Checklist)
- ☐ Do you have a structure that ensures fair pay?
- ☐ Do you have employee profit sharing or bonuses?
- ☐ Do you offer your employees health insurance?
- ☐ Are you familiar with HCSA as a viable, cost effective alternative to group health insurance?

PERFORMANCE MANAGEMENT

- ☐ Do you have any issues with managing the performance of your employees?
- ☐ Do any of your employees have excessive absenteeism?
- ☐ Are you dealing with any interpersonal conflicts at work?
- ☐ Do you have a progressive and corrective discipline policy?
- ☐ Are you and your supervisors trained to manage people?
- ☐ Do you set goals for managers and staff that tie into your overall business plan and strategic goals?
- ☐ Do you have employees who require modified work due to a disability or other reasons?
- ☐ Do you have individual training plans developed for all staff members?
- ☐ Do you maximize performance of your staff through performance management, coaching etc.?

HR STRATEGIES & ORGANIZATIONAL EFFECTIVENESS

- ☐ Do your employees sign a confidentiality agreement at their start date?
- ☐ Do your employees sign non-solicit/non-compete agreements as applicable?
- ☐ Do you have job descriptions listing duties, performance expectations & required competencies?
- ☐ Are the critical functions within your organization backed up?
- ☐ Have you ever conducted a staff survey?
- ☐ Do you track key HR metric's such as turnovers & absenteeism?
- ☐ Do you have a succession plan?
- ☐ Do you have a capacity plan?
- ☐ Do you have a business strategy?

TERMINATIONS

- ☐ Are you familiar with the proper process for terminating an employee and the associated risks?
- ☐ Do you use an employment lawyer or HR professional to review all termination documents?
- ☐ Do you conduct exit interviews with staff that are leaving?