
 Organization Name

Employment Practices Checklist

	Yes	Needs Attention
1. Is your handbook reviewed by local counsel to confirm compliance with local, state, and federal law?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you use and consistently follow the terms of an employee handbook?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the handbook distributed and explained to employees when they are hired, and reviewed as changes are made?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you conduct thorough background checks for each of your employees?	<input type="checkbox"/>	<input type="checkbox"/>
5. In addition to background checks, do you ask for personal references for all your employees and volunteers, and follow up on those provided?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you store personnel information in a secure area that is separate from medical records?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you keep up-to-date attendance records on all personnel?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you accurately document employee performance throughout the year and maintain this documentation with the employee's records?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you keep detailed records of annual reviews and any disciplinary actions taken for each employee?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you keep good records of all changes in employee status? (e.g., promotions, leaves of absence, pay rates, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you consult local counsel before terminating employees?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you have policies in place to guide what information you can share with employees about terminations?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you keep well-organized employment records for each employee, including applications for employment, reference checks, disciplinary actions, attendance records, changes in employee status, and I-9 immigration forms?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

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