

7 HR COMPLIANCE QUESTIONS - ANSWERED



1. How do I ensure my locations complete fill-in-the-blank postings?

There are a variety of methods companies use to complete – or help their locations complete – fill-in-the-blank postings. The most common methods incorporate a custom memo or notification sent with their poster shipments. These notifications include instructions on how to complete the information, what information to include, and how often to update it.



2. What's all included in a compliance audit?

Agencies will not only check whether your federal, state, county and city labor law posters are displayed and up to date, they'll also check to see if you've completed your fill-in-the-blank postings and have postings available in all required languages. They will be checking other compliance elements, such as data on all individuals employed during the past few years, including names, addresses, rates of pay, job titles, etc., and copies of independent contracts to ensure employees aren't misclassified.



3. How do I provide employment law posters for remote employees?

Remote employees are required by law to have access to all postings pertaining to their employment. You can send a set of posters to these employees or provide them electronically. The **GovDocs Intranet Poster Program**, for example, provides 24/7 access to the most current labor law postings via your intranet.



4. What's the difference between a poster and a notice?

Often, laws are passed with language or rules that require a labor law posting be displayed on the wall. However, sometimes a law is passed where employers must only give employees notice about the law. These requirements are like posting requirements but have one key distinction – they don't say the notice must be posted on the wall. Instead, they usually give employers a variety of different ways to provide the notice, which may include wall display.



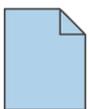
5. What are the different types of paid leave I need to know about?

There are three different types of paid leave employers must be informed of. First, paid sick leave is earned over time; covers short-term illness or injury, as well as preventative healthcare; and generally includes both the individual and their immediate family members. Paid family and medical leave allow care for an ill immediate family member. This also includes maternity and paternity leave and is meant to address or care for long-term illnesses or injuries. The final type is safe leave, which is often rolled in with paid sick leave or addressed individually. Safe leave allows employees to take time off in instances of domestic violence, sexual assault or stalking.



6. What's the difference between planned and indexed minimum wages?

A planned minimum wage increase occurs when a statute precisely outlines the wage to be paid and its effective date. Indexed minimum wage increases are different, as the wage rate is initially defined in the statute, then subsequently determined by annual increases of the Consumer Price Index (CPI).



7. What are some best practices for labor law poster display?

First, display your posters in a conspicuous area. Protect your labor law posters from wear and tear with lamination. Display your posters according to size and font requirements. Lastly, remove any outdated labor law posters immediately upon the arrival of updated posters.