



**Is your business ready to grow?  
Use my compliance checklist to ensure you  
are in compliance for 2024.**

- Do your hiring managers know what's legal and not legal to say in the interview process?
- Are your job descriptions inclusive? Are they ADA compliant?
- Are you offering structured questions, standards for evaluation, and consistency of administration?
- Do you know what the necessary paperwork is for onboarding new employees?
- Do you have I-9 on all your employees and are they properly stored?
- Do you know the I-9 process for remote employees?
- Are you classifying employees properly? Salary versus hourly?
- Do you have PTO/vacation/sick time policies in place? How are you tracking them?
- Are you aware of the laws for providing correct breaks and lunches per your state regulations?
- Is time theft a problem for you?
- When was the last time you updated your employee handbook, and was it reviewed by an attorney?
- Do you understand the difference between an exempt vs. non-exempt employee? Fair Labor Standards Act (AB5)
- Do you have a process for requesting accommodations (disability, pregnancy, lactation, religious)?
- Are you compliant with OSHA?
- Do you have the required notices for your industry posted?
- Do your employees know how to report an incident?

As a business owner, it is not uncommon to feel overwhelmed by the every changing state and federal labor laws.

INFINITI HR provides the most cost effective, customizable HR solutions for small and mid-size businesses nationwide. If you are ready to mitigate liability increase efficiency, and focus on your core business objectives, let's set up a time to talk!



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