

3 STEPS TO STAY FREE FROM

LABOR WOES WITH HR FUNDAMENTALS

1 Thorough Employee Screening

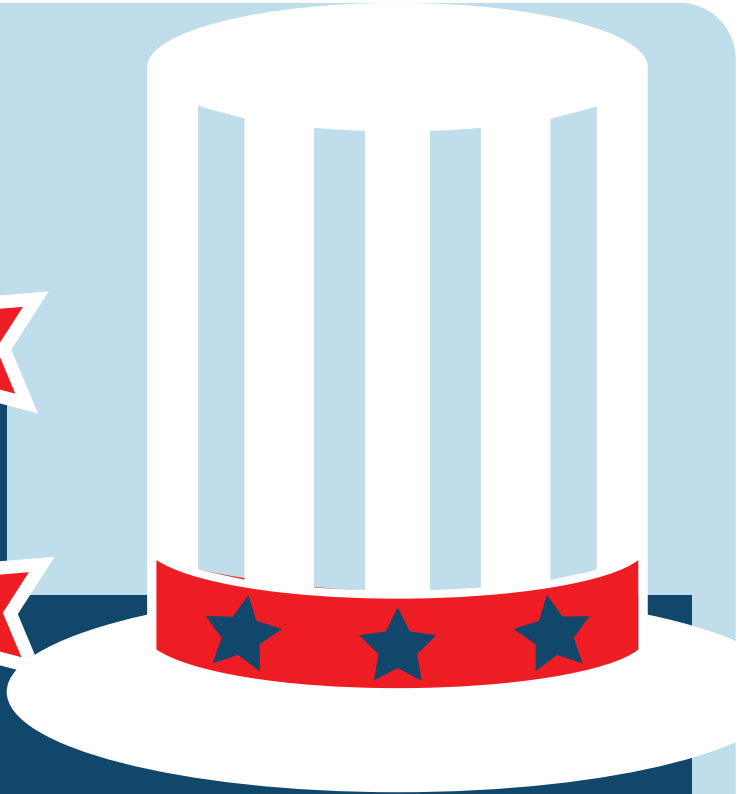
- Run Background checks
- Keep workers and business safe
- Confirm the applicant's identity
- Completion of I-9

2 File Compliance Paperwork Accurately

- Completion of I-9s
- E-verification in required states
- Worker employment claims (FMLA, EEOC, ADA, etc.)

3 Create and update Job descriptions

- Match the right person with the job
- Justify overtime exemptions and ACA classifications
- Use as basis for employee reviews, termination and unemployment claims support



255%

Worksite
investigations
up since 2017



<https://www.ice.gov/news/releases/ice-worksite-enforcement-investigations-fy18-surge>

318 days

is the average time it takes to
resolve an employment claim

<https://www.hiscox.com/documents/2017-Hiscox-Guide-to-Employee-Lawsuits.pdf>

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