



EMPLOYMENT PRACTICES SPRING CLEANING CHECKLIST

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1. Hiring:
 - Background checks
 - Reference checks
 - Employment agreements with non-compete, nondisclosure and non-solicitation covenants; prior assignment of Inventions and Derivatives
 - Provide Employee Handbook delivery
 - Harassment / Discrimination training and documentation of attendance
 - Industry specific training and documentation of attendance
 - Assurance that at-will employees are notified of their status
 - Notice of Internet and Electronic Mail Policies
 - Accurate categorization of exempt and nonexempt employees
 - Compliance with wage and hour laws for nonexempt employees
 - Set-up and maintain appropriate employee files

2. Employee Discipline and Performance Evaluation:
 - Regular, documented performance reviews
 - Document all incidents
 - Follow up on discipline

3. Employee Complaints:
 - Maintain and enforce Harassment / Discrimination Policy, including complaint and investigation policies
 - Maintain and enforce Whistleblower Protection policies

4. Insurance:
 - Workers' Compensation Insurance
 - Industry Specific Insurance
 - Employment Practices Liability Insurance
 - Bonding for employees that have access and control of Company funds

5. Terminations:

- Review Employment Agreements
- Review policies regarding vacation and sick pay upon termination
- Comply with the Consolidated Omnibus Budget Reconciliation Act (“COBRA”) to provide proper notice of COBRA benefits
- Retain documents
- Secure computers and electronic communications and block future access
- Conduct and document exit interviews

Please contact Patricia Collins at (215) 230-7500 to discuss any questions you have regarding the above issues, your own employment matters or to schedule an appointment.

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