



The HR Audit – Are Your Human Resource Policies and Procedures Compliant?

Andrew Allison
215.587.1161
Christine Miller
717.612.6021

The HR Audit - Overview

- Objective Review of Policies, Procedures and Practices
- Identify Areas of Non-Compliance, Inadequate Compliance and Effective Compliance
- What are Your Strengths, What Are Your Weaknesses and How Can You Improve?



The HR Audit - Types

- Compliance
- Best Practices
- Strategic
- Function Specific



What to Audit

- Wage and Hour – FLSA and PA DOL
- Benefit Administration
- Discipline/Corrective Coaching
- Employee development
- Agency/temporary staffing



What to Audit

- Proper posting of laws
- Workplace violence
- Termination
- Exempt / Nonexempt Job Classifications
- Time Recording Policies and Practices
- Leave and Attendance Policies and Practices



What to Audit

- Interviewing/hiring
- Job descriptions
- FMLA process
- Substance abuse
- Personnel file/Medical files
- Employment Eligibility Verification Policies and Practices



The HR Audit

1. Determine the Scope
 - Leadership input/buy-in
 - Internal or outsourced
 - Budget
2. Plan the Audit
 - Schedule
 - Draft audit document(s)
 - Communication to managers



The HR Audit

3. Perform the Audit
 - Send out audit documents
 - Interviews
 - System(s) review
4. Analyze the Findings
5. Report to Leadership



The HR Audit

7. Develop Improvement Plan
8. Implement Steps for Improvement/Correction
9. Follow up



The HR Audit – When to Audit

- Annual
- As Needed
 - Litigation
 - Change in the Law
 - Expanded footprint
 - Change in Operations



Questions?



POST & SCHELL
ATTORNEYS AT LAW