



MINI-EMPLOYMENT COMPLIANCE AUDIT

by the HR Professionals at **Bent Ericksen & Associates**

1. Policy Manual/Employee Handbooks:

Do you have a policy manual/employee handbook? Yes / No

When was your Employee Manual/Handbook last updated? Mo ___ / ___ Yr

Who updated it? _____

When was the last time it was reviewed by a certified HR/employment compliance specialist? Mo ___ / ___ Yr

2. Job Descriptions:

Do you have updated job descriptions for each position in the practice? Yes / No

When was the last time they were updated to comply with the Americans with Disabilities Act provisions? Mo ___ / ___ Yr

2. Employees:

How many total employees (full-time and part-time)? _____

Are any current employees pregnant or out on pregnancy leave? Yes / No

How many employees have needed leave or time off related to some type of disability in the past 2 years? _____

How many new hires in the last 2 years?
total: _____ # due to turnover: _____ # due to growth: _____

How many practice locations do you have? _____ If more than one, how many different states? _____

Do you have a signed *Employment Agreement and Acknowledgment* form from every employee? Yes / No

4. Employment Compliance:

How much are you spending to ensure HR and employment compliance? \$ _____ / per Mo or Yr

Are you clear about disciplinary restrictions regarding "Protected Concerted Activities"? Yes / No

Do you routinely pay wages, applicable travel time, seminar attendance fees, and expenses when employees attend CE events? Yes / No

How many unemployment, labor board issues or employee disputes have you had in the last 5 years? _____

On a scale of 1—5, rate your perceived level of employment compliance: (low) | 2 3 4 5 (high)

Who do you call when you have a tough or confusing HR situation? _____

Schein Rep: _____

HENRY SCHEIN
Dental Business Solutions



Name _____ Phone _____

Address _____ Cell _____

City _____ State _____ Zip _____

Email _____ Best Time to Call _____

Contact Person _____ Method of Contact Phone Email