

## **EMPLOYMENT LAWSCENE ALERT: HAVE YOU DONE YOUR HR SPRING CLEANING?**

Spring is finally here! Like household cleaning, it is also important to do spring cleaning in the workplace. Spring is a great time for employers to audit their human resources policies and procedures to account for recent changes in state and/or federal law and to find and correct potential problems before they turn into costly claims or lawsuits.

Failing to regularly review your personnel policies and procedures could create litigation risks for your business. The key areas of focus for your workplace spring cleaning should include:

- Reviewing and revising employee handbooks and other individual policies as needed;
- Reviewing and revising your personnel practices and procedures regarding:
  - Avoiding discrimination, harassment, and retaliation in all aspects of employment;
  - Approving and managing leaves of absence;
  - Accommodating disabilities or religious needs;
  - Wage and hour issues; and
  - Disciplinary practices and investigations.
- Identifying any important changes in federal and state law, determining how any changes will affect your policies and procedures, and revising those policies and procedures accordingly.
- Conducting training and re-training for key personnel on important human resources policies such as harassment.

Reviewing your personnel policies and procedures annually and ensuring your employees have the proper training to implement and enforce your policies and procedures is a springtime best practice for employers.

If you would like additional resources to assist you in conducting your human resources audit or are looking for someone to conduct informational training for your employees or supervisors, please contact us.