

Avoiding Wage and Hour Complaints: A Checklist to Compliant Pay



Wage and hour regulations continue to evolve at the federal and state level. Here are some resources you can refer to so you can avoid the risk of noncompliance with major issues that are currently undergoing changes.

Some links below will require you to log into ThinkHR's People Risk Management solution in order to review the resource.

1	WHITE COLLAR EXEMPTIONS/OVERTIME REGULATIONS
<input type="checkbox"/>	Understand the proposed regulations .
<input type="checkbox"/>	Develop a plan for how to control overtime needs and costs.
<input type="checkbox"/>	Review and adjust benefits and paid time off plans segregated by exempt/non-exempt status.
<input type="checkbox"/>	Review salary levels and hours worked. <input type="radio"/> Don't forget state-specific thresholds , which may be higher/different than federal standards.
<input type="checkbox"/>	Craft employee communications.
2	JOINT EMPLOYMENT STANDARDS
<input type="checkbox"/>	Understand the proposed regulations .
<input type="checkbox"/>	Review the Department of Labor examples for a sense of how they intend to implement the regulations.
<input type="checkbox"/>	Review your agreements with staffing firms, PEOs, and other shared employment relationships.
3	INDEPENDENT CONTRACTORS AND THE GIG ECONOMY
<input type="checkbox"/>	Understand the requirements , including state-specific laws.
<input type="checkbox"/>	Review your business relationships with these workers.
<input type="checkbox"/>	Review your written agreements with these workers.
<input type="checkbox"/>	Consider financial risks and plan for reclassification where necessary.
	Additional Resource: Independent Contractor Classification Tool (Federal Standard)
4	TIPPED WORKERS
<input type="checkbox"/>	Understand the state and federal requirements .
<input type="checkbox"/>	Review your policies and practices for compliance.
	Additional Resource: Minimum Wages for Tipped Employees
5	EQUAL PAY INITIATIVES
<input type="checkbox"/>	Understand the Equal Pay Act and state laws related to salary history bans .
<input type="checkbox"/>	Update employment applications to remove salary history questions where required.
<input type="checkbox"/>	Train managers.
<input type="checkbox"/>	Design pay ranges.
<input type="checkbox"/>	Audit internal compensation practices and adjust where necessary.
	Additional Resources: EEO-1 Pay Data Reporting Requirement , Sample Employment Applications