

HR Compliance Checklist

for Dental Office Managers

Employee Classification

- ☐ Confirm that all employees are correctly classified as either exempt or non-exempt under the Fair Labor Standards Act (FLSA).
- ☐ Ensure that independent contractors meet IRS classification criteria.

Payroll Compliance

- ☐ Verify that all employees are paid at least the minimum wage for your state and local jurisdiction.
- ☐ Track overtime accurately and ensure compliance with federal and state laws.

Employee Handbook

- ☐ Regularly review and update your employee handbook to reflect current laws and policies, including anti-harassment, non-discrimination, and social media use.
- ☐ Distribute the handbook to all new hires and obtain signed acknowledgment receipts.

Time-Keeping Practices

- ☐ Maintain accurate records of employee hours, breaks, and time-off requests.
- ☐ Implement an electronic time-keeping system to avoid common errors.

Employee Documentation

- ☐ Store all employee records securely and ensure compliance with HIPAA and confidentiality requirements.
- ☐ Keep I-9 forms up to date and conduct regular audits.

Hiring Practices

- ☐ Ensure all job descriptions are current and compliant with anti-discrimination laws.
- ☐ Conduct thorough reference checks and ensure proper documentation during the hiring process.
- ☐ Keep all new hire paperwork organized, including offer letters and salary agreements.

Performance Reviews

- ☐ Conduct consistent performance reviews and document feedback and outcomes.
- ☐ Store performance evaluations in compliance with labor laws and provide employees with copies.

Harassment & Discrimination Policies

- ☐ Ensure that your anti-harassment and non-discrimination policies are up to date.
- ☐ Provide mandatory annual harassment training for all staff, as required in many states.

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Leave Management

- ☐ Track leave requests for compliance with the Family and Medical Leave Act (FMLA), sick leave, and any state-specific requirements.
- ☐ Implement a system for managing vacation, sick days, and PTO to stay compliant and organized.

Licensing and Certifications

- ☐ Verify that all employees maintain current licenses and certifications as required for their roles.
- ☐ Keep records of CEUs and certification renewals in your HR system.

Employee Termination Process

- ☐ Follow proper procedures for employee termination, including providing final paychecks on time and offering COBRA benefits if applicable.
- ☐ Maintain clear documentation of the termination process to mitigate potential legal risks.

Employment Law Updates

- ☐ Stay informed of any federal, state, or local employment law changes.
- ☐ Regularly attend webinars, like those from HR for Health, to stay compliant and up to date.

Ready to Simplify HR Compliance?

Let us show you how easy it is with HR for Health.

Managing HR compliance doesn't have to be overwhelming. With HR for Health, you can automate time-consuming tasks, reduce the risk of errors, and focus on what matters most—running a successful dental practice.

BOOK A FREE DEMO

Discover how our all-in-one HR software can streamline your practice's HR needs, from employee classification and payroll to performance reviews and leave management.

Our intuitive platform is designed specifically for healthcare and dental practices like yours.

- ☐ How to stay compliant with ever-changing employment laws
- ☐ Ways to automate hiring, onboarding, and documentation
- ☐ Tips to manage time-keeping, PTO, and employee performance all in one place
- ☐ Strategies to keep your practice running smoothly while protecting your business

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The HR for Health Solution ;)

- ✓ **Employee Classification**
Automated tracking of employee classifications to ensure you're always compliant with wage and hour laws.
- ✓ **Payroll Compliance**
Integrated payroll solutions help you accurately manage overtime, deductions, and minimum wage compliance.
- ✓ **Employee Handbook**
Customizable employee handbook templates that are regularly updated to reflect new laws and best practices.
- ✓ **Time-Keeping Practices**
Digital time-keeping tools ensure accurate tracking of hours, breaks, and PTO, reducing errors and legal risks.
- ✓ **Employee Documentation**
Secure, organized cloud-based storage for all employee records, including I-9s and confidential documents.
- ✓ **Hiring Practices**
Built-in tools for job descriptions, offer letters, and new hire paperwork, with templates to streamline the process.
- ✓ **Performance Reviews**
Easily create, track, and store performance reviews with customizable templates, plus e-signature capabilities.

- ✓ **Harassment & Discrimination Policies**
Ensure compliance with anti-harassment laws using our storage tools and policy templates.
- ✓ **Leave Management**
Effortless tracking of FMLA, PTO, and sick leave, with automated updates and notifications for accurate leave management.
- ✓ **Licensing and Certifications**
Track employee certifications and license expirations with automatic reminders to stay compliant.
- ✓ **Employee Termination Process**
Termination workflows with digital notetaking, final paycheck reminders, and secure documentation storage.
- ✓ **Employment Law Updates**
Stay informed with our regular alerts and webinars on the latest federal and state law changes.

Don't wait—schedule your demo today and see how HR for Health can make a difference!

[BOOK A FREE DEMO](#)