THE KRIZNER GROUP

Employment Law Update 2022

It Is Report Card Time!!!!

Recruiting

All Openings Are Posted Externally & Internally

Ads Include Necessary EEO/ADA

☐ Offer Letters With At Will & Start Date Sent

Interviewing

- All Interviewers Have Been Formally Trained On Protected Classes
- □ Multiple Interviewers Are Involved In The Process
- Interview Assessment Forms Always Created & Returned To HR

Onboarding

☐ Job descriptions

☐ Handbook Review & Acknowledgment

☐ Evaluation & Corrective Action Philosophy Discussed

Evaluating

☐ All Employees Receive Them

☐ Moved To Narrative & Goal Approach Over Numeric

Distributed & Returned Timely On Minimum Of Annual Basis



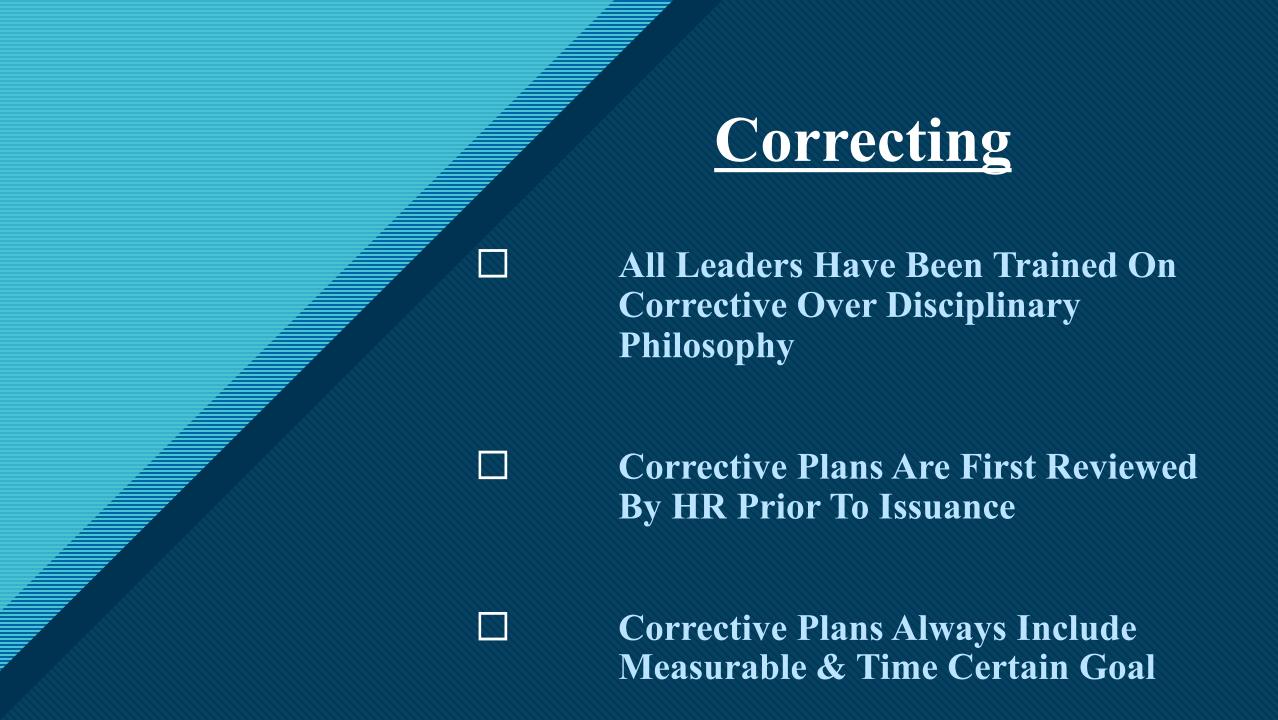
☐ Created A
Memorandum/Policy
Explaining Which
Jobs Will Be Provided

☐ Using A
Formalized Request
Document That Must
Be Submitted For
Approval

☐ Requiring
Receiving Employees
To Sign A Remote
Work Agreement



- ☐ All Available Promotion Opportunities Are Openly Advertised Internally
- ☐ All Candidates Meeting Minimum Qualifications Are Interviewed
- ☐ Final Promotion Decision Memorandums Are Completed To File





Involuntary Separation Memorandums Always Completed

Exit Interviews Provided For Voluntarily Departing Employees

Communication Regarding Departure If Offered Internally



FLSA Review

☐ Exemption Review In Past 3 Years

☐ System To Ensure Exemptions Upon Employee/Position Movement

☐ Hidden Sins (Early Arrivers, Breaks, & Travel) Considered & Addressed

Handbook/Manual Updates

Full Review In Past 5 Years

☐ Updated From FACT Annual Audit Within 6 Months Of Visit

☐ Employees Sign Acknowledging All Updates When They Occur

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