



# Human Capital Checkup

- Up-to-date Employment Law Posters for all State, Federal, and Local Laws, posted in a conspicuous place
- Solid on-boarding process that orients new employees to the company and creates brand ambassadors
- Up-to-date and organized Personnel and Manager files for all employees
- Completed and filed Ig and tax documents for all employees
- Updated Policy book that explains expectations and culture
- Up-to-date job descriptions for all employees
- Confidence in Fair Labor Standards Act (FLSA) Exempt and Non-Exempt classifications
- Updated disciplinary policies that are being used on a consistent basis
- Well defined and updated compensation plan
- Strategic plan for employee retention and engagement
- Defined process for helping employees to exit gracefully



We would love to have a conversation about how we can help your business. Please visit our website to learn more about our services and our team [www.althrparkers.com](http://www.althrparkers.com) or call 336- 965-2827. You can also find out more about our philosophy by visiting our blog or attending one of our many complementary classes