



Bond

Human Resources Audit and Compliance Training Services



Commitment • Service • Value • Our Bond

ALBANY BUFFALO GARDEN CITY ITHACA NEW YORK CITY ROCHESTER SYRACUSE UTICA NAPLES, FL OVERLAND PARK, KS

We Help You Manage Your Employee Investment

As companies grow and evolve, often human resource policies and procedures lag behind and are a last area of concern. Companies may find themselves in an unanticipated employee-related situation, only to discover they are not in compliance with regulations, or that they have left themselves at risk due to incomplete or outdated policies. Rather than waiting for a crisis to occur, our labor and employment attorneys are poised to proactively assist companies in managing the review and update of their policies and procedures through a human resources audit.

The services our attorneys provide in this area include:

Policy and Document Updates:

1. Review and revise employment applications, offer letters, and other hiring documents.
2. Review and revise employee handbook and other existing employment policies.
3. Review and revise employment agreements, termination letters, and severance arrangements.
4. Audit record retention policies and practices for legal compliance.
5. Collaborate with human resources and other management to identify gaps between written policies and procedures and actual practice.
6. Prepare written documents not already in place.
7. Advise human resources and other management regarding implementation of new documents/policies.

Employee Classification Analysis:

1. Review job descriptions.
2. Evaluate classification of individual workers or job classifications for purposes of:
 - a. Independent contractor vs. employee
 - b. Overtime exemption
3. Audit personnel files and payroll practices for legal compliance.

One of the largest investments a company makes is in its employees. Having high quality, up-to-date human resource policies and procedures ensures that the investment you make in your workforce is productively leveraged, managed properly and in compliance with labor and employment laws and regulations.

Prepare • Prevent • Protect

Our attorneys prepare for each audit by conducting a complimentary assessment meeting with management and members of the human resources team to assist them in defining the critical areas to be audited. Once the areas of priority and concern are clearly identified, we present a scope of services outline with projected costs for the audit. Through this process you will understand the investment decision you are making ahead of time and are able to tailor the audit to meet your budget and immediate needs. Our attorneys will also work with you to develop a strategy for how your company can address any policy and procedure gaps that are identified over time.

Training and Other Preventive Measures:

1. Provide training to supervisors and/or employees on the following topics:
 - a. Avoiding harassment/discrimination
 - b. Promoting positive employee relations
 - c. Conducting workplace investigations
 - d. Accommodating employee disabilities
 - e. Effective discipline practices
2. Meet with human resources and other management to discuss employee engagement/feedback in training sessions.
3. Develop outline of potential next steps to promote compliance and reduce risk of employment disputes.
4. Develop litigation hold protocols.

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About Bond, Schoeneck & King

Bond, Schoeneck & King PLLC serves individuals, companies and public-sector entities in a broad range of areas.

With 260 lawyers, we represent clients in financial services; manufacturing; agribusiness; commercial lending and real estate development and construction; energy; health care and long term care; and municipalities, school districts, higher education, and other exempt and nonprofit organizations.

We maintain nine offices across New York; one in Naples, Florida; and one in Overland Park, Kansas.

Bond is committed to understanding our clients' needs and providing comprehensive, practical, high-quality and responsive solutions. We strive to maintain the highest professional and ethical standards, and to provide leadership in community activities, pro-bono work and service to the Bar.

For more information, visit www.bsk.com.