



2020 Compliance Checklist

- Review Drug-Free Workplace, Zero-tolerance and/or Drug Testing Policies
- Consider rescheduling employee training until after the Illinois model program is released
- Review employment, separation, and arbitration agreements
- Maintain a record of settlement and administrative findings or judgments against employer
- Update supervisor training
- Update Employee Handbook policies including discrimination, harassment, violence, and leave
- Review and improve personnel file documentation best practices
- Prepare to comply with future mandatory reporting requirements
- Restaurant and bar employers - prepare to issue written anti-sexual harassment policy to all employees
- Hotel and casino employers - distribute safety device to qualifying employees
- Hotel and casino employers – prepare to issue written anti-sexual harassment policy to all employees
- Hotel and casino employers - draft temporary work assignment policy
- Ensure minimum wage increase to \$9.25 per hour as of January 1 and \$10 per hour as of July 1, 2020

- Review tax credits for businesses with fewer than 50 employees and average wages less than \$55k to offset minimum wage increase
- Review employee expense reimbursement policy to reflect 2019 amendments to the Illinois Wage Payment and Collection Act
- Confirm online employment applications and job posting board applications are updated to remove compensation history requests
- Perform pay equity analysis to ensure no substantial variation in pay among employees in substantially similar job categories
- Note the DOL final rule regarding qualification for overtime pay – salary threshold is now \$684/week or \$35,568; highly compensated test is \$107,432
- Review I-9 files for completeness in case of audit and in response to strict enforcement by DHS and DOL
- Audit FTEs to determine if you have reached or exceeded 50 employees and are required to comply with FMLA in 2020
- Check for filing address changes prior to filing IRS (FICA) Form 941 for Quarter 4
- Update mandatory and optional labor law posters for 2020
- Review new EEOC-1 reporting requirements
- Review revised W-4 form for all new hires or adjusted withholdings on or after January 1, 2020
<https://www.irs.gov/pub/irs-pdf/fw4.pdf>
- Perform Cyber-Hygiene analysis. As an employer, you hold sensitive and confidential information about your employees and perhaps others. That information is a gold mine for cyber criminals. Good technological controls are critical and tend to be the focus of cybersecurity efforts. But the human element is often overlooked. The new year is a good time to check your “Cyber Hygiene”, and to develop or update your plans and protocols to minimize the risk of human error. The linked article provides some high level tips to start your cyber hygiene thought process. Though the article is written for tax practitioners, the themes apply equally to anyone who holds sensitive or confidential information - <https://bit.ly/36Lio6B>