



The world of Human Resource Management has grown more complex. Increasingly, employers are saddled with complicated compliance obligations and potential risks of liability resulting from workplace mandates and employment laws. The Council's HR Audit services help member companies assess their human resource management practices and procedures.

Conducted on-site by the Council's experienced, professional staff, an HR Audit will help gauge your organization's compliance with employment laws; identify inconsistent policies and practices; determine best practices; and specify recommended action items. The Council's HR Audit services are designed to be useful learning and discovery tools to help organizations identify areas for improvement.

The Human Resource Audit focuses on the following key areas:

- Staffing – selection tools, hiring procedures, reference checks, I-9
- Employee Communications – policies, procedures, handbooks
- Compensation and Employee Benefits – FMLA, wage and hour, overtime
- Employee Relations – employee privacy, performance management and termination
- Recordkeeping and Retention - personnel files
- Discrimination and Harassment – policies, complaint procedures, and corrective action
- Employment Standards – key federal and Utah laws

The Employers Council provides two services to choose from depending on your needs and desired outcome:

I. The Comprehensive Review HR Audit process includes:

- An initial planning meeting with management personnel to set the scope of the project and identify areas of concern
- On-site visit at company offices/facilities to review pertinent company records and interview appropriate personnel
- Analysis and summary of Audit findings and recommendations (written report optional)
- Collection of HR checklists
- Closing conference with management
- Base fee of \$1,200

II. The One Day Check-up HR Audit process includes:

- On-site visit at company offices/facilities to review pertinent company procedures and records.
- Exposing problem areas and providing recommendations
- Collection of HR checklists
- Base fee of \$649

Take advantage of the in-depth knowledge, outside perspective, and expertise available through The Employers Council staff. If you are interested in discussing how an HR Audit can help you, contact Holly Engar at 801.364.8479 or hollye@ecutah.org.