

HR Compliance:

What you don't know can hurt your business



INSTRUCTIONS

1. Find the size of your company by the number of full-time and part-time employees (not contractors)
2. An "X" indicates that federal or state law applies to your company
3. Consider if your company is following all requirements for each of those laws
4. Understand this list is not all-inclusive, there are more, and the laws change all the time
5. Take a deep breath and realize you have help. Call NPBC at 570-245-6377 or email

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FEDERAL OR STATE LAW		COMPANY HEADCOUNT (FT or PT)					
		1-3	4-14	15-19	20-49	50-99	100+
1	Pennsylvania Human Relations Act	X	X	X	X	X	X
2	Pennsylvania Equal Pay Law	X	X	X	X	X	X
3	Pennsylvania Worker's Compensation Act	X	X	X	X	X	X
4	Equal Pay Act	X	X	X	X	X	X
5	Occupational Safety & Health Act (OSH)	X	X	X	X	X	X
6	Fair Labor Standards Act (FLSA)	X	X	X	X	X	X
7	Uniformed Services Employment & Reemployment Act (USERRA)	X	X	X	X	X	X
8	National Labor Relations Act (NLRA)	X	X	X	X	X	X
9	Health Insurance Portability & Accountability Act (HIPAA)	X	X	X	X	X	X
10	Employee Retirement Income Securities Act (ERISA)	X	X	X	X	X	X
11	Federal Income Tax Withholding & FICA	X	X	X	X	X	X
12	Consumer Credit Protections Act (CCPA)	X	X	X	X	X	X
13	Immigration Reform and Control Act (IRCA)		X	X	X	X	X
14	Title VII of the Civil Rights Act (Title VII)			X	X	X	X
15	Civil Rights Act of 1991			X	X	X	X
16	Americans with Disabilities Act (ADA)			X	X	X	X
17	Genetic Information Nondisclosure Act (GINA)			X	X	X	X
18	Age Discrimination in Employment Act (ADEA)				X	X	X
19	Consolidated Omnibus Budget Reconciliation Act (COBRA)				X	X	X
20	Affordable Care Act (ACA)					X	X
21	Family & Medical Leave Act (FMLA)					X	X
22	Affirmative Action Programs					X	X
23	Worker Adjustment and Retraining Act (WARN)						X
24	Annual EEO-1 Reporting						X