

2025 EMPLOYER HUMAN RESOURCES COMPLIANCE CHECKLIST

FEDERAL EMPLOYMENT LAWS:

- ☐ EEO
 - ☐ Schedule discrimination and harassment prevention training for all employees
 - ☐ Ensure Discrimination and Harassment policie(s) are up-to-date
- ☐ Immigration
 - ☐ Ensure I-9 forms are on file for every employee and accessible in a separate file
- ☐ ADA
 - ☐ Consider holding LOA/ADA training for managers
 - ☐ Ensure all reasonable accommodations are updated and documented
- ☐ FLSA
 - ☐ Review/update jobs for exempt/non-exempt status (espec. if threshold changed)

STATE EMPLOYMENT LAWS: (19 states enacted new laws for 2025)

- ☐ Minimum Wage
 - ☐ If state minimum wage changed, adjust any staff and communicate changes
- ☐ Wage Transparency
 - ☐ If state has enacted a wage transparency law, implement or prepare to implement
 - ☐ **MA** wage transparency **reporting** begins **2/1/25** for employers with **100+ ee's**
 - ☐ **MA** wage transparency goes into effect on **10/30/25** for employers with **25+ ee's**
- ☐ Time off/Leave requirements
 - ☐ Review state LOA requirements and update policies/forms/notices, if changed

HIRING & ONBOARDING:

- ☐ Ensure all new hire paperwork/forms are up-to-date with any recent changes
- ☐ Review job application and screening questions for effectiveness and legal compliance
- ☐ Implement/update background check and reference check program
- ☐ Update new hire orientation with any 2025 changes; "refresh" if needed
- ☐ Implement or "refresh" your 90-day onboarding program

HR POLICIES AND RECORDKEEPING:

- ☐ Review/update policy manual (every 2-3 years full review)
- ☐ Conduct employee record/file audit, if one has not been done before
- ☐ Ensure all medical records (including dr's notes) are stored separately with restricted access
- ☐ Ensure federal and state legal notice postings are up-to-date and accessible to all employees

COMPENSATION & PAYROLL:

- ☐ Update payroll and unemployment tax tables for 1/1/25
- ☐ Update employee pay rates to reflect any pay increases for 1/1/25
- ☐ Review and update pay ranges to reflect any market adjustments for 2025
- ☐ W-2's sent to employees by 1/31/25
- ☐ 1099 sent to contractors by 1/31/25
- ☐ Plan pay equity audit for 2025
- ☐ Ensure compliance with state meal/rest break requirements

BENEFITS ADMINISTRATION:

- ☐ Ensure all benefit changes/enrollments are updated for 1/1/25
- ☐ Audit deduction changes and have employees review deductions on 1st pay stub of the year
- ☐ Distribute/post required benefits notices and plan descriptions
- ☐ Review plan documents and processes for ERISA compliance
- ☐ Update COBRA notices and ensure proper distribution and issuance when appropriate
- ☐ File ACA reporting forms by 3/31/25 or applicable due date, if applicable

LEAVE MANAGEMENT:

- ☐ FMLA (50+ employees)
 - ☐ Review/update FMLA notices and postings, as needed

- ☐ Ensure compliance with FMLA requirements when leave is needed
- ☐ **MA PFML**
 - ☐ Ensure PFML notices and information is up-to-date
 - ☐ Comply with all PFML requirements when leave is needed
- ☐ **MA Earned Sick Leave**
 - ☐ Ensure annual accruals are accurate and carry-over (up to 40 hours) occurred
 - ☐ Allow for carry-over of up to 40 hours of unused time from prior year
- ☐ Ensure compliance with other states' leave/time off laws (incl. jury duty, voting, veterans, etc.)
- ☐ Implement consistent return to work processes and light duty programs

EMPLOYEE RETENTION & ENGAGEMENT:

- ☐ Is 2025 the year to do an Employee Engagement Survey? If so, start planning that
- ☐ Plan and implement initiatives to increase retention & engagement in 2025

PERFORMANCE MANAGEMENT/REVIEWS:

- ☐ Review and update all job descriptions; include EEO statement and physical requirements
- ☐ Debrief on annual performance review process; make any changes/improvements
- ☐ Establish annual (cascading) goals and performance metrics for 2025
- ☐ Review corrective action data, history, etc. for trends/action steps
- ☐ Implement corrective action/performance improvement for employees with low review ratings

TRAINING & DEVELOPMENT:

- ☐ Create 2025 calendar for leadership and staff training
 - ☐ Mandatory training programs
 - ☐ Leadership development programs
- ☐ Ensure any employees' required certifications are up-to-date; establish tracking

DATA PRIVACY AND SECURITY:

- ☐ Create or update WISP
 - ☐ Include data breach response plan
- ☐ Conduct annual data security training for all staff (and HIPPA training, if applicable)
- ☐ Review record retention guidelines; properly purge outdated records (including electronic)

REMOTE/HYBRID WORK:

- ☐ Review and update existing policies and procedures
- ☐ Ensure remote work tools are working as needed
- ☐ Review existing arrangements with specific employees

CONFIDENTIALITY/NON-SOLICITATION/ETC.:

- ☐ Ensure all employees have signed any confidentiality, non-solicitation, or other agreements
- ☐ Remind employees of these requirements/expectations

WORKPLACE SAFETY AND HEALTH:

- ☐ Post OSHA 300a log by 2/1/25, if applicable
- ☐ Review workplace injuries/illnesses for 2024 and plan remedial actions
- ☐ Remind employees when/how to file workplace injury/illness reports
- ☐ Review and update safety policies and procedures
- ☐ Schedule/conduct annual safety training
- ☐ Promote availability of EAP if you have one (if not, consider implementing one)

EMERGING TRENDS:

- ☐ AI in HR
 - ☐ Create/review policies for compliance with regs re: use of AI in the workplace
 - ☐ Document how AI can/will be used internally
 - ☐ Train staff on AI usage in your work environment

Disclaimer: This checklist is for informational purposes only and does not constitute legal or professional advice. Consult with HR and/or legal professionals for guidance specific to your business and location.