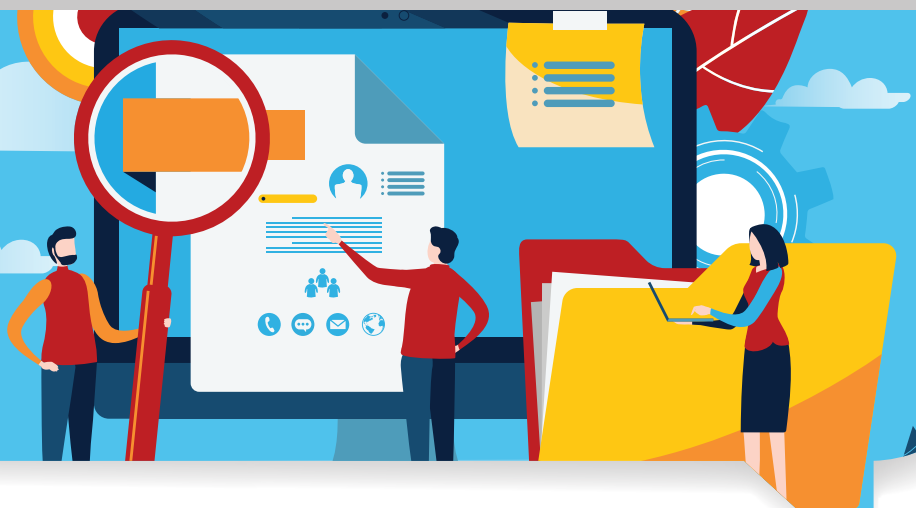


# TIPS TO AVOID EXPENSIVE USDOL Fines and Violations



## Family and Medical Leave Act (FMLA)

Employer mistakes can be as simple as misinterpreting FMLA provisions and can lead to devastating lawsuit payouts.

Here are four tips to safeguard against FMLA violations:

- Conduct a thorough review of your company's FMLA policy and a comprehensive audit of your FMLA practices and procedures. HR Hero's Family and Medical Leave handbook is the perfect resource to have on hand when conducting your audit.
- Ensure your employees are adequately trained.
- Adhere to the employer posting requirements.
- Ensure forms and correspondence are legally compliant.

**Approximately \$1.4 million in back wages recovered in 2021**

- Conduct wage and hour audits often. HR Hero's Job Classification and FLSA Audit Tool can help with that.
- Ensure you have a safe harbor policy that covers all pay-related claims of mistakes or underpayment in addition to conducting self-audits.

**\$3.2 million in penalties assessed in 2021**

## Fair Labor Standards Act (FLSA)

The U.S. Department of Labor (DOL) is recovering a steadily increasing number of damages in overtime claims, as it goes after employers that are misclassifying workers or miscalculating overtime. So, what can you do to avoid costly fines?

## Equal Employment Opportunity Commission (EEOC)

EEO compliance laws vary by business size, always apply, extend to job applicants' and employees' families, and ban sexual harassment. To stay EEO-compliant, you'll want to follow these steps:

- Provide reasonable accommodation.
- Always look at facts, not faces.
- Keep employment records as required by law.
- Stop, address, and prevent potential harassment.
- Display an EEOC poster in your workplace.
- File an EEO-1 report if you have over 100 employees.
- Ensure you have a strong antidiscrimination policy in place. HR Hero® has accompanying resources like training talks, sample policy checklists, and training guides to help you.
- Ensure that employees understand their rights and responsibilities and that they are not punished for reporting discrimination, participating in a discrimination investigation or lawsuit, or opposing discrimination.

**\$484 million in compensatory damages issued for victims of discrimination**

Sources: SHRM, EEOC.gov, DOL.gov



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