

Since 1963

GOODMAN & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

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Are you up to date on LABOR LAWS?

Understanding your responsibilities regarding employee management is imperative in today's society. Take the following quiz to examine your knowledge in human resources:

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| I know who is eligible for or exempt from overtime pay. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| My employee handbook is legally reviewed annually. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| All employees are classified properly for exempt / non-exempt status. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| I have job descriptions in place for every position. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| I have updated labor law posters. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| I know how to handle state unemployment disputes & manage rates. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| I have an updated Safety Manual to address OSHA regulations. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| I am comfortable processing COBRA paperwork. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| I am up to date on federal & state specific labor laws. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| I know the proper documentation that belongs in an employee file. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| I have trained all managers to be consistent in following procedures. | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

If you answered "no" to any of these questions, our affiliate's HR SERVICES can help! They have been very successful at helping clients handle employee management issues, at reasonable cost.

For more information, please call our Bill Goodman, CPA or Walt Pummer, MBA at 610-253-2745. Or, fax back this form to our fax number 610-253-9773. The first meeting is free!

Company Name: _____

Contact: _____

Date: _____ No. of employees: _____ Phone no. _____

Address: _____