

# Free Resource: Guide to HR Compliance

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New to HR  
Compliance?  
Here Are  
Some Key  
Topics to  
Understand

**Are you a small business owner looking to navigate the complex world of HR compliance?** We understand HR compliance can be overwhelming, especially if you're unfamiliar with the intricacies of employment laws and regulations. Our helpful guide from Gallagher HRnow can help with understanding key topics within HR compliance. Even better — Gallagher HRnow can offer you a platform

of tools and resources to help navigate these day-to-day key issues.

**Get started today with Gallagher HRnow to ensure your small business is on the right track when it comes to HR compliance.** Prices start at \$4 per employee/per month with a one-year agreement. **Click here** to get started now, or call us at 847.904.1250!

# Support to Navigate and Reduce Your HR Risk

## Did You Know?

**Employee Handbook** – An employee handbook helps keep everyone on the same page about the company’s philosophy, employment practices, policies, benefits and expected conduct. Having one isn’t required by law, but it’s a useful resource for both an organization and its people. Create and manage your own handbook with Gallagher HRnow’s Smart Handbook technology.

**Employee Training** – Most employees don’t begin a job with all the knowledge, skills and abilities they’ll be using on the job. Training is also important for compliance — safety and harassment prevention training, for example. Gallagher HRnow boasts 150+ training courses able to be assigned to your employees at any time!

**Leaves and Time Off** – When an employee requests time away from work, you may have a legal obligation to provide it. While there is no federal paid time off requirement, many states and localities require certain leaves to be paid. Stay up-to-date with changing leave laws through Gallagher HRnow’s email alerts.

**Onboarding** – Onboarding is the process of welcoming a new employee into the organization and setting them up for success, such as new-hire paperwork and providing notices. Gallagher HRnow offers onboarding checklists and guides, new-hire toolkits and employee training to help you onboard with confidence!

**Termination** – Termination is the conclusion of an employment relationship, and there are rules employers need to follow when they decide to terminate a worker’s employment. These include requirements around benefits continuation, final pay and notices. Gallagher HRnow provides advisory support to walk you through these types of situations.



**Wage and Hour** – The topic of wage and hour covers the compliance requirements around pay, including minimum wage, overtime and employee classification. There are plenty of ways to mess up here, and it’s an area where mistakes are likely to be noticed and costly, so it pays to take time to understand and comply with the requirements. It’s also an area in which federal, state and local laws may differ, so make sure you’re complying with the most employee-friendly requirements. Stay up-to-date with changing wage and hour laws through Gallagher HRnow’s email alerts.

**Other HR topics** can include at-will employment, benefits, discrimination, job descriptions, federal forms, recordkeeping, safety, health, performance management and so much more. We hope this guide provides you with some insight into HR issues that can impact your business.

*This material was created to provide accurate and reliable information on the subjects covered by should not be regarded as a complete analysis of these subjects. It is not to provide specific legal, tax or other professional advice. The services of an appropriate professional should be sought regarding your individual situation.*

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**Gallagher HRnow is built to support small businesses** with their HR compliance needs and questions through a subscription service. Our self-service platform provides access to live support from certified HR professionals, federal and state law alerts and a compliance dashboard for company growth.



**Our platform offers powerful HR resources, such as:**

- Automatic alerts for law changes at federal and state levels.
- Online training courses for employees and managers.
- Live help and advice from HR Advisory Support.
- Access to create and edit federal- and one-state-compliant handbooks.
- The ability to plan growth and take action using a compliance dashboard.
- HR tools, templates and resources to download at any time.

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