

Are You Compliance-Ready?: A Quick HR Law Checkup for Texas Small Businesses

This tool is for educational purposes only and not legal advice.

Section 1: Core Employment Practices

- Yes No Do you have a written employee handbook updated within the last 12 months?
- Yes No Are all employees provided a signed acknowledgment form of the handbook?
- Yes No Do your job descriptions clearly reflect duties, FLSA classification, and physical requirements?
- Yes No Do you issue final paychecks within 6 days of termination (Texas Payday Law)?

Section 2: Wage & Hour Compliance

- Yes No Do you classify workers properly as W-2 employees vs. 1099 contractors?
- Yes No Have you confirmed your exempt vs. non-exempt classifications in the past year?
- Yes No Are you tracking and paying all overtime hours accurately?
- Yes No Do you maintain time and payroll records for at least 3 years?

Section 3: Required Posters & Notices

- Yes No Are all required federal and Texas labor law posters displayed in an accessible location?
- Yes No Do you provide employees with a Workers' Compensation notice (if applicable)?
- Yes No Are FMLA and EEO notices posted if you meet the employee thresholds?

Section 4: Training & Policy Requirements

- Yes No Have all employees completed anti-harassment training in the last 12 months?
- Yes No Do managers receive training on hiring, documentation, and progressive discipline?
- Yes No Do you have documented safety training (OSHA/Texas-specific) for high-risk roles?

Section 5: Recordkeeping & Documentation

- Yes No Can you produce any employee's complete file in under 5 minutes?
- Yes No Are I-9s stored separately from personnel files, with required retention periods?
- Yes No Do you track leave, accommodations, and complaints in a consistent system?

Scoring:

"Yes" to 80%+ → Low Risk.

"Yes" to 60-79% → Moderate Risk, review policies.

"Yes" to <60% → High Risk, immediate action recommended.

Important: Not sure how you scored? [Schedule a 30-minute Compliance Checkup with Faulkner HR Solutions](#). We'll review your risk areas and create a plan tailored for your business.