

COMPLIANCE CHECKLIST

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- Have you recently re-evaluated the status of exempt employees?
- Have you recently reviewed your pay practices for discrimination and/or pay inequalities on the basis of sex?
- Do you maintain accurate records of hours worked by non-exempt employees?
- Do any of your timeclocks round time entries?
- Are all non-exempt employees properly paid overtime?
- Do you know whether your state requires daily or weekly overtime?
- If you employ anyone under 18 years of age, do you comply with child labor requirements?
- Do non-exempt employees perform work during breaks or lunch periods?
- Do you operate in any state which requires meal or break periods?
- Do any of your timeclocks automatically deduct for meal and break periods?
- Do any non-exempt employees perform work at home (including emails, phone calls, etc.)?
- Do any non-exempt employees have remote access to dealership systems through electronic or personal devices?
- Do any non-exempt employees perform work prior to the start or end of their shift without receiving compensation?
- Are deductions from pay justified by law or a written agreement that complies with the law?
- Do you know which states strictly limit deductions from pay?
- Do employees paid on commission or bonus have a detailed written pay plan?
- Are non-exempt employees properly compensated for travel time?
- Do non-exempt employees have the ability to review and correct their time records?
- Do you know whether your state requires reimbursement to employees for business expenses?
- Have you reviewed whether the dealership pays overtime on bonuses, commissions, and incentives paid to non-exempt employees?
- Have you reviewed whether "independent contractors," "casual labor," "contract employees," or "freelancers," might instead be employees?
- Do you prohibit employees from discussing their wages with one another?
- Does your employment application request information regarding an applicant's salary history?
- Are wages ever withheld for failure to return dealership property or equipment?
- Do you require forfeiture of unused vacation and/or paid time off at the end of employment?



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