

*Join the hundreds of thousands of companies
that trust our expertise*

Rely On Us

Our services include:

- › Government Audit Preparation, Support, Response & Fine Abatement
- › Regulatory Compliance Assessments
- › HR Compliance Program Development, Management & Support
- › Policy & Procedure Development/Enhancement
- › Training Curriculum Development
- › Instructor-Led Training (on-site or web-based) & Certification
- › Expert Witness Testimony & Litigation Support
- › Compliance Expert Phone Advisory Support

Why J. J. Keller?

We have over 60 years of experience helping organizations improve compliance.
Each month, our team of regulatory experts:

- › Researches and monitors federal and state employment law
- › Writes and publishes HR whitepapers, newsletters, and manuals
- › Answers hundreds of HR compliance questions from customers
- › Contributes articles on HR topics to magazines and newspapers.

As industry leaders in compliance, we even design and
produce our own line of employment law posters.

**Take a proactive approach to
employment law compliance.**

Contact us today for a no-obligation discussion.

888.473.4638

JJKellerservices.com/hrcompliance



Our expertise.
Your advantage.



HR CONSULTING SERVICES

› *Reducing the risk of litigation through improved compliance*





Rely on our experts to ... Ensure your HR compliance. Protect your company.

- Given the recent staggering lawsuit settlements and increased enforcement by the Department of Labor, it's more important than ever to make sure your company is in compliance with employment laws.

Our experts — including former Department of Labor investigators — have extensive experience with employment law. They can provide you with a thorough audit of your compliance practices, helping you identify and address any areas of concern. You'll get a customized program based on your company's unique needs that will protect your company from fines and litigation ... and give you peace of mind that you are minimizing your risks.

By partnering with us, you can ...

- Reduce the risk of litigation
- Avoid violations resulting from an audit
- Implement best practices
- Protect your company's reputation



Services built around your most complex, problematic HR issues

Wage & Hour Compliance Assessment

Each year, employers pay hundreds of millions of dollars in back wages for Fair Labor Standards Act violations. We'll conduct an in-depth assessment of your wage and hour compliance by interviewing key stakeholders, reviewing job descriptions and employee classifications, auditing payroll and time-keeping records, and reviewing your existing policy or helping you develop a new one.

I-9 Compliance Assessment

Most employers average at least five errors per I-9 form. Our experts will help identify errors, omissions, and discrepancies in your forms, and suggest corrective actions.

We'll also help you implement industry best practices and create an I-9 policy or addendum to your hiring policy that ensures you have a documented and effective compliance process.

FMLA Consulting

Managing Family and Medical Leave (FMLA) requirements can be confusing and complex for even the most seasoned professionals. We'll help ensure your FMLA compliance while minimizing the law's burden to your organization.

We'll create or review your FMLA policy, as well as review open and recent FMLA cases for compliance and assess your overall case management process. We'll also train your HR staff, supervisors, and employees on their rights and responsibilities.

Staffing Agency Compliance Audit

The courts have ruled that your company is liable for employment law noncompliance on the part of your staffing agency. We'll help you make sure your staffing agency is compliant, giving you valuable peace of mind. Our audit will take a close look at your staffing agency's compliance with the Immigration and Nationality Act (INA), the Fair Labor Standards Act (FLSA), and contractual obligations to minimize your company's liability.

Why should you conduct regular compliance audits?

- Back wages continue to accrue until potential violations are found and fixed.
- An audit can be the cornerstone of your company's "good faith defense" in future litigation.
- Juries expect employers to periodically audit their pay practices.
- The cost of a preventive audit is a fraction of what a lawsuit could cost you.



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