



Employment Practices Audit

Why conduct an employment practices audit?

Many employers make the mistake of assuming they are in compliance with federal, state and local employment laws. All too often they are not. Some employers are simply too busy running their businesses to learn about all of the regulations governing the workplace.

Employment law compliance, however, is a top priority of federal, state and local governments. The penalties for such violations can be significant, and being proactive is always the best approach. Knowing where the liability lies is the first step in becoming compliant, and our employment practices audit provides employers with this valuable knowledge.

In just a few hours, an attorney with a background in employment law will review a variety of legal topics with you in order to pinpoint where your business/organization is in compliance with the law, and where your practices may need to be modified. We will then prepare a detailed report summarizing the results of the audit process and recommending next steps. This report will be your roadmap toward employment law compliance.

We examine each issue from a business and legal lens, achieving results that advance our client's goals, while adhering to compliance standards.

What topics do we cover during an employment practices audit?

- ▶ Hiring and onboarding practices
- ▶ Protective Covenant Agreements
- ▶ Record retention and posting requirements
- ▶ Immigration (I-9) practices
- ▶ Compliance with harassment and discrimination rules
- ▶ Privacy issues
- ▶ Wage and hour practices -
- ▶ Employee benefits and time off practices
- ▶ Performance counseling, corrective action and termination practices
- ▶ Employee safety practices
- ▶ Issues regarding separation from employment
- ▶ Any other areas which are of pressing concern

We conduct this audit on an affordable, flat-fee basis. For more information, contact us at one of our local offices below.



HALPERN & SCROM



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1225 Franklin Ave, Suite 325
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New York Office:

45 Rockefeller Plaza, Suite 2000
New York, New York 10111

Our Team



Jules Z. Halpern
Founder and Partner

Jules Z. Halpern is Founding Partner of the Firm. Jules counsels employers in varied industries on employee relations, human resources policies and workplace compliance. He audits clients' employment practices, and delivers anti-harassment, business ethics and human resources-related training. Jules also prepares employment and separation agreements, defends administrative charges and negotiates with government agencies. Jules is a leading local and national lecturer on employment law and related topics.

Jules performs employee harassment/discrimination investigations relating to both non-exempt and exempt employees – the latter from middle management to senior management. Jules especially enjoys the unique challenges involved in conducting investigations, as each piece of the puzzle becomes clearer after all the individuals are interviewed and the relevant documents are analyzed.

Jules also works very closely with school administrations to help them apply employment and education laws to challenging situations, with sensitivity to students and faculty concerns, and practical application to the schools' educational goals.

Before founding the Firm, Jules held senior level human resources and employment law roles within major corporations and was a human resources consultant. He was Senior Director of Employee Relations and employment law counsel at Random House, Inc. and the senior employment attorney at The Home Insurance Company.



Paul L. Scrom Jr.
Partner

Paul L. Scrom Jr. is a Partner of the Firm. He has nearly a decade of legal experience and devotes his practice to representing organizations in all employment and education law matters. Paul regularly advises Human Resources executives, in-house counsel, management and business owners on compliance and preventative measures in order to avoid expensive litigation and costly government penalties. His counsel includes issues of employee discipline, terminations, discrimination/harassment, wages and hours, independent contractor classifications, restrictive covenants, cybersecurity and social media. Paul also prepares employee handbooks, employment agreements, separation agreements and other HR documents.

Paul works closely with clients in conducting workplace investigations of discrimination, harassment or employee relations matters. He assists many clients address these complex and often sensitive issues, helping the organizations determine the appropriate course of action.

Paul counsels private and charter schools with the practical application of the many regulations and policies that impact students, administration, faculty and parents. In addition, Paul delivers presentations on HR and education topics, including anti-harassment, wages and hours, disability law, employee investigations, as well as education law.



Caitlyn M. Gibbons
Associate

Caitlyn M. Gibbons is an Associate of the Firm. Caitlyn drafts employment and separation agreements, and prepares employee handbooks, as well as multi-state digests and state addenda for handbooks. She researches Human Resources policy issues and a wide range of employment laws, including disability accommodations, wage and hour rules, and anti-harassment issues. She drafts the summaries of the findings of investigations into allegations of workplace misconduct, as well as reports relating to Employment Practices audits.

Caitlyn examines issues in education law and prepares handbooks and teacher contracts for our school clients. She prepares state-of-the-art training materials for the Firm's popular client workshops in anti-harassment, management, and communication training. Additionally, Caitlyn conducts research regarding state cybersecurity laws and prepares cybersecurity policies.



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