



LOSS CONTROL BULLETIN

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PROPER EMPLOYMENT PRACTICES CHECKLIST

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Prospective Employees:

- ✓ Has the employment application been reviewed to ensure that “inappropriate questions” are not asked?
- ✓ Is there language in the application that serves as a disclaimer of an employment contract?
- ✓ Does the application contain a prominent EEO statement?
- ✓ Are interviewers trained to ask legal and appropriate questions?
- ✓ Are prospective employees given any indication during an interview about the duration of employment?
- ✓ Is all pre-employment testing strictly job-related?
- ✓ Are all terms of an offer to hire confirmed in writing?
- ✓ Are any employees under a written employment contract? If so, have the terms of the contract been reviewed recently by an employment legal expert?

New Employees:

- ✓ Does the club have an employee handbook?
- ✓ Does the handbook contain prominent disclaimers relating to employment contracts and benefits?
- ✓ Are work rules clearly outlined in the employee handbook?
- ✓ Are there clear, written job descriptions?
- ✓ Is progressive discipline spelled out in the handbook?

Employee Evaluations:

- ✓ Are evaluation criteria made as objective as possible?
- ✓ Are evaluations reviewed to ensure that they are consistent with written policies?
- ✓ Are employees given an opportunity to respond formally to an evaluation?
- ✓ Does the club utilize progressive discipline procedures?
- ✓ Is the disciplinary action taken only after a complete investigation and after a response from the employee?

Termination:

- ✓ Does more than one person have to be involved in the process of terminating an employee or employees?
- ✓ Does an employment expert conduct a pre-termination review to see that all documents are in line and all action has been proper?
- ✓ Is an exit interview held with each employee to be terminated?



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- ✓ Are all reductions in the work force supported by a detailed business plan?
- ✓ Are viable alternatives such as attrition, cost reductions, shorter work weeks, etc. considered prior to a layoff?
- ✓ If early retirement options are offered, are they clearly voluntary?
- ✓ Are employees ranked as a means to determine who should be laid off and are those rankings consistent with the performance evaluations?
- ✓ Is any potential discriminatory impact considered prior to any layoffs or terminations?
- ✓ Has a grievance procedure been set up to help resolve any employment disputes?