Knowledge Central/ComplyAbility publishes a monthly eNewsletter to keep system subscribers informed of changing regulatory compliance requirements, and important news impacting your business. **Disclaimer:** The content presented in this eNews is for general information only, is not intended to constitute legal advice and cannot be relied upon by any person as legal advice.

---

**Worst Mistakes You Can Make**

Wage cases hit an all-time high last year. That's just a continuation of the upward trend over the last 10 years. It has truly been explosive, up by 300% in the last decade. The primary reasons: Worker misclassification and unpaid off-the-clock work.

So make sure your employees are classified correctly (exempt or nonexempt). Also, set a policy on unauthorized overtime. How do you handle the situation where employees work off-the-clock? You should be using your progressive discipline policy (which should be outlined in detail in your employee handbook/policy manual). So do you pay them for time worked or not?

[CLICK HERE](#) for the rest of the story.

---

**Job Descriptions - Make Them Lawsuit-Proof**

Job descriptions are among the first items that the courts examine to determine the legitimacy of a discrimination charge. You can use them as part of a defense in court only if they're accurate and were prepared before the job was advertised or interviewing began. To insure accuracy, talk to the people already doing the job and their supervisors. Here's what you need to find out.

[CLICK HERE](#) for the rest of the story.

---

**The New I-9 Crackdown**

Many employers aren't aware they should be using the new version of the Employment Eligibility Verification (I-9) Form. **ComplyAbility introduced new training on I-9 regulations over 6 months ago.**

[CLICK HERE](#) for the rest of the story.
**Do You Really Need an Employee Handbook?**

The short answer is that every employer needs an employee handbook. So how does an employee handbook contribute?

An employee handbook is a valuable tool for employers when it provides accurate information for employees.

A thoughtful, well-written handbook should also ensure that the employer can manage in a way that meets its business goals.

[CLICK HERE](#) for the rest of the story.

* * * * * * * * * *

We're proud of the fact that you have chosen ComplyAbility as an indispensable part of your internal operations and risk management solutions. ComplyAbility is your single source for employee training, testing, and performance tracking (proof of comprehension) as required by agencies such as the Department of Labor, OSHA, EEOC, Office of the Inspector General and more. Please insist that your employees utilize the system by completing their assigned training and to insulate your company from the liability you face every day in your business.

Need assistance? Don't hesitate to call: **1-800-708-6460**!

*Disclaimer*: The content presented in this eNews is for general information only, is not intended to constitute legal advice and cannot be relied upon by any person as legal advice.