

**Raiders of the Lost HR Files:** by Kathi Guiney SPHR, GPHR- President of YES!HRSolution.

Ah, the newness of springtime! It's the season to purge and scrub everything until it shines—and at work, it's important to spring-clean your HR office before Indiana Jones comes looking for lost treasure. Great timing if you've got a pile of "artifacts" left over from 2014!

Here are five ways to jump-start your office excavation:

- **Update medical benefit rates.** Ready to swap out 2014's rates, but can't remember all the places they need to be changed? Check your new-hire packets, the company's internet and intranet sites, and any online or print advertising that features the old benefit rates.
- **Review the employee handbook.** Check for compliance and prepare for new laws, such as California's paid sick leave law coming on July 1, 2015. If the handbook was last revised more than a year ago, it is now a vestige of HR-past; dig deep for any policies that violate labor laws, are too vague, or that conflict with actual operational practices.
- **Audit employee HR files.** Boxes of historical HR files can earn your office an exhibit at the Museum of Antiquities. Keep curators at bay by storing terminated employees' files in the warehouse or a document storage facility. Next, ensure active files are stored alphabetically and that no documents are misfiled. Replace any tattered file folders.
- **Examine your I-9s.** Are you compliant with the new form and document requirements? An I-9 form must be stored for three years after an employee's hire date, or one year after an employee's termination date, whichever is later. Remove the forms of terminated employees and label with a retention date. Purge any forms past their retention date.
- **Ensure correct classification.** Check that all positions are classified correctly as exempt versus non-exempt, and employees versus independent contractors. These are hot-button issues in California. A lawsuit would make for an unhappy Spring Fling!

If your office contains more relics than relevancies, some old-fashioned spring cleaning can help you dig your way out of 2014, and find the X that marks the spot for a fantastic 2015!