

Annual Human Resources Compliance Checklist

***Disclaimer:** This document is not intended as legal advice. Your organizational goals, purpose, bylaws, and values should drive the creation of this document.*

Each organization must thoughtfully determine how to support its employees in ways that reflect its values and align with its financial resources. That said, following the laws in each state is essential. With more remote employees, it is imperative to follow the employment laws in each state where your employees reside. This list centers on Alaska rules. Be sure to create checklists for other states as needed.

On an annual basis, every organization with employees should check in on the following items to ensure compliance.

- Review **employee files** for compliance (Foraker can provide a review and offer a guided conversation for updates. [Contact us](#) for more information).
- Perform a **wage and hour review** to ensure compliance. A wage & hour review examines:
 - Review **employee classifications** (exempt vs. non-exempt under the Fair Labor Standards Act or state laws)
 - Ensure proper and timely **timekeeping practices** for the accuracy of tracking hours worked
 - Review **overtime calculations** (ensuring proper rates, eligibility and exemptions)
 - Update **pay scales and increase pay** to match required [minimum wage compliance](#) (multi-state employers: be mindful of wage changes in other states) (Note that Alaska levels changed on January 1, 2026)
 - Ensure compliance with **meal and rest break** rules
 - Review **off-the-clock work issues**
 - Nonprofit employers take special note that paid employees may NOT volunteer for your organization
 - Review or update **pay policies and payroll records**
 - Review policies for compliance for [sick leave schedule](#). (Note on July 1, 2025, Alaska enacted the “Act Increasing the Minimum Wage, Requiring Paid Sick Leave, and Prohibiting Mandatory Meetings about Religious or Political Issues”)

- Foraker has also created an additional [FAQ for nonprofit compliance](#)
- Review [Worker's Compensation requirements](#)
- Review [independent contractor status](#)
- Review all **I-9s** to ensure they are properly documented
- Review and communicate **health insurance options** for employees (especially recognizing the major changes with the Affordable Care Act)
- Review **employee handbook and/or policies** (These policies should be reviewed every few years or at a time of rapid growth or financial instability. Foraker can provide a review and offer a guided conversation for updates). Contact us for more information.
- Review and communicate to your employees the **new benefit limits each year** (2026 Benefits Limits - Finalized)
- Review and communicate your **employee evaluation process** to ensure your employees have access to professional feedback and growth opportunities.
 - [Read more about evaluation options here](#) or need help in designing or facilitating an evaluation process? [Contact us.](#)
- Review and communicate any offerings to support **professional development for managers and supervisors**
- Don't forget to hang up or virtually post [Mandatory DOL posters](#) for all of your employees to easily access.