

# VelocityHR

Accelerating HR Excellence

## Free Download: HR Compliance Checklist for Auto Body Shops

Stay compliant. Protect your shop. Avoid costly penalties. This quick-reference guide helps auto body shop owners ensure they 're meeting the most critical HR and employment law requirements — without the guesswork.

### Employment Documentation

- Completed and retained Form I-9 for all employees
- Signed Job Descriptions and Offer Letters
- Completed New Hire Reporting for state compliance
- Up-to-date Employee Handbook with acknowledgment page

### Wage & Hour Compliance

- Correctly classified exempt vs. non-exempt employees
- Accurate timekeeping system and overtime tracking
- Posted Florida Minimum Wage Notice (and federal)
- Consistent meal/rest break policy (if applicable)

### Safety & OSHA Requirements

- Completed OSHA 300/301 logs (if required)
- Posted OSHA Safety Poster and other required signage
- Documented Safety Training (PPE, Hazard Communication, etc.)
- Clear Incident Reporting Procedures

### Employee Relations & Training

- Anti-harassment and workplace conduct training
- Consistent performance review process
- Documented disciplinary action procedures

### Recordkeeping & Retention

- Personnel files stored securely and confidentially
- I-9s stored separately
- Payroll and tax records retained per federal/state law

## Ready to Strengthen Your HR Foundation?

VelocityHR helps auto body shops simplify compliance, strengthen performance, and create workplaces that attract and retain top talent.

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