

## Understanding the **A, B, C's** of Employment Regulations

by Ken Underhill

One of the more complex and frustrating aspects of a growing business is the onslaught of federal employment regulations. Many small and mid-size firms don't realize that they are subject to a wide variety of labor laws, just like their larger counterparts with thousands of employees.

In fact, by the time a company reaches twenty employees, it must comply with virtually all Federal labor regulations. Just keeping track of the regulations and the "alphabet soup" of abbreviations can be daunting for business owners, executives and HR professionals. But the risk of not understanding these laws invites non-compliance which leaves firms vulnerable to serious liabilities including lawsuits, fines, negative publicity and loss of revenue.

If you're not sure whether your business is subject to ERISA, IRCA, ADA, COBRA or FMLA then you may want to consult the chart below. This handy reference lists the major Federal Employment Acts and indicates by employment size when compliance is required. Additional compliance requirements for contractors of the federal government are also listed as are links to helpful websites for the government agencies that oversee these regulations.

A version of this table is featured in Bizmanualz' ***Human Resources Policies, Procedures and Forms Manual*** (ABR31), a product specifically designed to help businesses maintain a procedural framework for regulatory compliance.

In the chart that follows, the "white space"  indicates the regulations that apply.

## Federal Employment Regulation Compliance Chart 2003

Acronym	Federal Acts	Year Enacted	Web link	# of Employees				
				1-14	15-19	20-49	50-100	100+
ADA	Americans with Disabilities Act	1990	<a href="http://www.eeoc.gov/laws.html">http://www.eeoc.gov/laws.html</a>					
ADEA	Age Discrimination Act	1967	<a href="http://www.eeoc.gov/laws.html">http://www.eeoc.gov/laws.html</a>					
COBRA	Consolidated Omnibus Budget Reconciliation Act	1985	<a href="http://www.dol.gov/dol/topic/health-plans/cobra.htm">http://www.dol.gov/dol/topic/health-plans/cobra.htm</a>					
EEO-1	Equal Employment Opportunity Commission EEO-1		<a href="http://www.eeoc.gov">www.eeoc.gov</a>					
ERISA	Employee Retirement Income Security Act <sup>1</sup>	1974	<a href="http://www.dol.gov/dol/topic/health-plans/erisa">www.dol.gov/dol/topic/health-plans/erisa</a>					
FCRA	Fair Credit Reporting Act	1970	<a href="http://www.ftc.gov/os/statutes/fcrajump">www.ftc.gov/os/statutes/fcrajump</a>					
FICA	Federal Insurance Contributions Act	1935	<a href="http://www.ssa.gov/employer1">www.ssa.gov/employer1</a>					
FLSA	Fair Labor Standards Act	1938	<a href="http://www.dol.gov/esa/whd/flsa/">http://www.dol.gov/esa/whd/flsa/</a>					
FMLA	Family and Medical Leave Act	1993	<a href="http://www.dol.gov/esa/whd/fmla/">http://www.dol.gov/esa/whd/fmla/</a>					
HIPAA	Health Insurance Portability & Accountability Act <sup>1</sup>	1996	<a href="http://www.hhs.gov/ocr/hipaa/">http://www.hhs.gov/ocr/hipaa/</a> <a href="http://www.usda.gov/oce/ocelabor-affairs/ircasumm.htm">http://www.usda.gov/oce/ocelabor-affairs/ircasumm.htm</a>					
IRCA	Immigration Control and Reform Act	1986	<a href="http://www.usda.gov/oce/ocelabor-affairs/ircasumm.htm">http://www.usda.gov/oce/ocelabor-affairs/ircasumm.htm</a>					
NLRA	National Labor Relations Act	1935	<a href="http://www.nlrb.gov/">http://www.nlrb.gov/</a>					
OSHA	Occupational Safety & Health Act*	1970	<a href="http://www.osha-slc.gov/">http://www.osha-slc.gov/</a>	*				
WARN	Worker Adjustment and Retraining Notification Act	1989	<a href="http://www.dol.gov/dol/compliance/comp-warn.htm">http://www.dol.gov/dol/compliance/comp-warn.htm</a>					
	Civil Rights Act of 1964 <sup>2</sup>	1964	<a href="http://www.eeoc.gov/laws.html">http://www.eeoc.gov/laws.html</a>					
	Civil Rights Act of 1991	1991	<a href="http://www.eeoc.gov/laws.html">http://www.eeoc.gov/laws.html</a>					
	Consumer Credit Protection Act	1968	<a href="http://www.dol.gov/dol/compliance/comp-ccpa.htm">http://www.dol.gov/dol/compliance/comp-ccpa.htm</a>					
	Employee Polygraph Protection Act	1988	<a href="http://www.dol.gov/dol/compliance/comp-eppa.htm">http://www.dol.gov/dol/compliance/comp-eppa.htm</a>					
	Equal Pay Act	1963	<a href="http://www.eeoc.gov/laws.html">http://www.eeoc.gov/laws.html</a>					
UGESP	Uniform Guidelines for Employee Selection Procedures	1978	<a href="http://www.dol.gov/dol/allcfr/Title41/Part_60-3/toc.htm">http://www.dol.gov/dol/allcfr/Title41/Part_60-3/toc.htm</a>					
USERRA	Uniform Services Employment & Re-employment Rights Act	1994	<a href="http://www.dol.gov/vets/gils/records/000209.htm">http://www.dol.gov/vets/gils/records/000209.htm</a>					
	Taft-Hartley-Labor Management Relations Act	1947	<a href="http://www.dol.gov/esa/regs/compliance/olms/lmrda-factsheet.htm">http://www.dol.gov/esa/regs/compliance/olms/lmrda-factsheet.htm</a>					
	Title VII, Civil rights Act of 1964	1964	<a href="http://www.eeoc.gov/laws.html">http://www.eeoc.gov/laws.html</a>					
	Title VII, Civil Rights Act of 1991	1991	<a href="http://www.eeoc.gov/laws.html">http://www.eeoc.gov/laws.html</a>					
	<b>FC - Federal Contractors must also include:</b>			<b>1-14</b>	<b>15-19</b>	<b>20-49</b>	<b>50-100</b>	<b>100+</b>
EEO-1	Equal Employment Opportunity Commission EEO-1						FC	FC
	Drug Free Workplace Act	1988	<a href="http://said.dol.gov/SummaryDocument.asp?ID=583">http://said.dol.gov/SummaryDocument.asp?ID=583</a>	FC	FC	FC	FC	FC
	Davis Bacon Act	1931		FC	FC	FC	FC	FC
	Executive Order 11246	1965		FC	FC	FC	FC	FC
	Service Contract Act	1965		FC	FC	FC	FC	FC
	Vietnam Era Veterans Readjustment Act	1974	<a href="http://www.dol.gov/vets/programs/fact/vet97-5.htm">http://www.dol.gov/vets/programs/fact/vet97-5.htm</a>	FC	FC	FC	FC	FC
	Vocational Rehabilitation Act	1973		FC	FC	FC	FC	FC
	Walsh-Healy Act	1936		FC	FC	FC	FC	FC